

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
May 31, 2016

7:00 p.m. – Board Room

Members: Gary Pilafas, Chairperson
Anna Newell, Vice Chairperson
Michael Gaeta, Trustee
Karen Mills, Trustee
Gary Stanton, Trustee
Gayle Vandenberg, Trustee
William McLeod, Mayor

I. Roll Call

**II. Approval of Minutes – April 25, 2016
May 2, 2016 (Special Meeting)**

NEW BUSINESS

1. Request authorization to award beverage contract for 2016 Northwest Fourth-Fest to Lakeshore Beverage, Arlington Heights, IL.
2. Request approval of an ordinance to amend the 2015 Budget as a result of the completed financial audit and to close out the fiscal year.
3. Request authorization to continue into year two of a three year Microsoft Enterprise Licensing Agreement negotiated through CDW Government Inc. in an amount not to exceed \$80,099.97.
4. Request authorization to purchase and install audio and video equipment for the Sears Centre Arena (SCA) from TSE of La Crosse, Wisconsin in an amount not to exceed \$219,012.30.
5. Request acceptance of Finance Department Monthly Report.
6. Request acceptance of Information System Department Monthly Report.
7. Request acceptance of Sears Centre Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Village of Hoffman Estates

FINANCE COMMITTEE MEETING MINUTES

April 25, 2016

I. Roll Call

Members in Attendance:

**Trustee Anna Newell, Vice Chairperson
Trustee Michael Gaeta
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Mayor William McLeod**

Via Telephonic Attendance:

Trustee Gary Pilafas, Chairperson

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Kevin Kramer, Director of Econ. Dev.
Tom Mackie, Deputy Fire Chief
Ted Bos, Police Chief
Joseph Nebel, Dir. of Public Works
Rachel Musiala, Director of Finance
Bruce Anderson, CATV Coordinator
Fred Besenhoffer, Director of IS
Ashley Monroe, Asst. to Village Manager
Austin Pollack, Admin. Intern
Monica Saavedra, Dir. Of HHS
Bev Romanoff, Clerk
Patti Cross, Asst. Corp Counsel**

The Finance Committee meeting was called to order at 7:05 p.m.

II. Approval of Minutes – March 28, 2016

March 21, 2016 (Special Meeting)

March 14, 2016 (Special Meeting)

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the minutes of the Finance Committee meeting of March 28, 2016. Roll Call vote taken. All ayes. Motion carried.

Motion by Trustee Vandenberg, seconded by Trustee Mills, to approve the minutes of the Special Finance Committee meeting of March 21, 2016. Roll Call vote taken. All ayes. Motion carried.

Motion by Trustee Vandenberg, seconded by Trustee Mills, to approve the minutes of the Special Finance Committee meeting of March 14, 2016. Roll Call vote taken. All ayes. Motion carried.

NEW BUSINESS**1. Request acceptance of the Finance Department Monthly Report.**

The Finance Department Monthly Report was presented to Committee.

Trustee Mills noted an increase in the telecommunications tax. Mrs. Musiala responded with information regarding the reason for the increase.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Finance Department Monthly Report. Roll Call vote taken. All ayes. Motion carried.

2. Request acceptance of Information System Department Monthly Report.

The Information System Department Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve the Information System Department Monthly Report. Roll Call vote taken. All ayes. Motion carried.

3. Request acceptance of the Sears Centre Monthly Report.

The Sears Centre Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to accept the Sears Centre Monthly Report. Roll Call vote taken. All ayes. Motion carried.

III. President's Report**IV. Other****V. Items in Review****VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:08 p.m. Roll Call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations and
Outreach, Office of the Mayor and Board

Date

Village of Hoffman Estates

SP. FINANCE COMMITTEE MEETING MINUTES

May 2, 2016

I. Roll call

Members in Attendance:

**Trustee Gary Pilafas, Chairperson
Trustee Anna Newell, Vice Chairperson
Trustee Michael Gaeta
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Mayor William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corp Counsel
Bruce Anderson, CATV Coordinator
Patrick Seger, Dir. HRM
Fred Besenhoffer, Director of IS
Jeff Jorian, Fire Chief
Rachel Musiala, Director of Finance
Mark Koplín, Asst. Vlg. Mgr.-Dev. Services
Kevin Kramer, Dir. Of Economic Dev.
Pete Gugliotta, Dir. Planning
Monica Saavedra, Dir. HHS
Ashley Monroe, Asst. to Village Manager
Austin Pollack, Admin. Intern
Bev Romanoff, Clerk
Ben Gibbs, GM Sears Arena**

The Finance Committee meeting was called to order at 7:06 p.m.

I. Roll Call

NEW BUSINESS

1. Request approval of:

- a. Naming Rights Agreement for the Sears Centre Arena with Sears Roebuck and Co., in an amount of \$600,000 per year, for three years, starting September 1, 2016 through August 31, 2019.**
- b. An ordinance approving the agreement.**

An item summary sheet from Jim Norris, Patti Cross, Mark Koplín and Ben Gibbs was presented to Committee.

Mr. Koplín, Mr. Norris and Mrs. Gibbs provided extensive background on the naming rights process and agreement. Mr. Gibbs provided comments on the benefit of continuity given the newly formed relationship with the Windy City Bulls.

Trustee Mills and Trustee Vandenberg thanked Mr. Norris, Mr. Koplin, Mr. Gibbs, Mrs. Cross, Trustee Pilafas and others involved in the process for their hard work in finalizing the agreement.

Motion by Mayor McLeod, seconded by Trustee Gaeta to approve a Naming Rights Agreement for the Sears Centre Arena with Sears Roebuck and Co., in an amount of \$600,000 per year, for three years, starting September 1, 2016 through August 31, 2019. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Mayor McLeod to approve an ordinance approving the agreement. Voice vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:20 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations
& Outreach / Office of the Mayor and Board

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of the 2016 Northwest Fourth-Fest Beverage Contract

MEETING DATE: May 31, 2016

COMMITTEE: Finance

FROM: Jackie Green, 4th of July Commission Chair
Steve Hehn, 4th of July Commission

PURPOSE: To recommend the award of the beverage contract for the 2016 Northwest Fourth-Fest.

BACKGROUND: As part of the annual 4th of July festival, the Village provides for, and the Commission operates, a beverage tent. This program is one of the Commission's largest revenue sources generated to offset festival expenses.

DISCUSSION: Proposals were solicited from several beer distributors for beverage services at the festival. Two proposals were received and the summary of those proposals is attached. The 4th of July Commission reviewed these proposals at their May 12, 2016 meeting.

As you can see from the summary, the Lakeshore and Elgin Beverage proposals are very competitive. While Lakeshore's sponsorship is less than Elgin Beverage, their regular ½ barrel cost is less since all beer selections (other than Pabst Blue Ribbon) from Elgin Beverage are considered premium beer. The regular ½ barrel selections are the largest quantities sold (Bud/Bud Light).

After their review, the 4th of July Commission recommends that Lakeshore Beverage be awarded the contract for the 2016 festival. Lakeshore Beverage supplies Budweiser brand beer and has provided beverage services for the festival for the past several years. Other than a slightly lower sponsorship fee, this proposal/pricing is the same as last year. The Commission has been satisfied with their services and did not feel the Elgin Beverage proposal was significant enough to warrant a change in vendor/brand.

FINANCIAL IMPACT: This contract will be charged to Account #01605324-4562.1.

RECOMMENDATION: The Commission recommends the award of the beverage contract to Lakeshore Beverage, Arlington Heights, IL, for the 2016 Northwest Fourth-Fest in accordance with the attached proposal.

	<u>Lakeshore Beverage (Budweiser)</u>	<u>Euclid Beverage (Miller)</u>	<u>Elgin Beverage (Old Style)</u>
Sponsorship Fee	\$3,000	N/A	\$3,500
Discount per 1/2 BBL	\$15	N/A	Included in price
Beer Trailer	Yes	N/A	Yes
Technician	Yes	N/A	Yes
Daily Restocking	Yes	N/A	Yes
Non Alcohol Beer	Yes	N/A	Yes
14 oz.Cups/case	\$58	N/A	\$50
Signage	Yes	N/A	Yes

Beverages

Reg./Lite Beer	Bud, Bud Light \$91	N/A	PBR \$75
Premium Beer	Stella Artois \$161	N/A	Modelo \$146
Malt Beverage	MixxTail \$35.60/cs	N/A	Seagrams Wine Coolers \$18.00/cs



5/7/16

Proposal for the Hoffman Estates 4th of July Festival Committee:

Thank you for the opportunity to discuss the Hoffman Estates 4th of July Festival. The following are the services that we would be able to provide for your event:

- Sponsorship Fee: \$3,000
- \$15.00 Discount off each ½ barrel.
- Use of one beer trailer for storage and pouring of product. 48 ½ barrel per trailer total capacity. Refilled daily as needed.
- Use of coil boxes for additional pouring and/or remote locations.
- Use of 8-10 20lb. CO2 tanks for the event.
- A draft beer technician available throughout event to insure that both the quality of the product is maintained and that all equipment is working properly.
- Custom signage created for the event as needed including pricing information at beer stands.
- Implementation of the O'Doul's Designated Driver program to include free O'Doul's for registered Designated Driver's.

For these sponsorship and service commitments, Lakeshore Beverage would require the following:

- Our logos as the official beer sponsor on all printed materials associated with the event.
- Also mentions of our sponsorship on any Radio, TV, Internet or other types of media associated with the Hoffman Estates 4th of July Festival.
- Lakeshore Beverage Company banners (Bud Light & Goose Island) placed throughout the event area including prominently displayed on the music stages and beer gardens.

We look forward to working with you this year.

Sincerely,

Mike Rozmus

Venue & Special Event Manager



**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: **Amendment to the 2015 Budget Ordinance**

MEETING DATE: **May 31, 2016**

COMMITTEE: **Finance**

FROM: **Rachel Musiala, Director of Finance**

PURPOSE: Request approval of an ordinance to amend the 2015 Budget as a result of the completed financial audit and to close out the fiscal year.

BACKGROUND: It is probable that certain revenue and expenditure accounts will come in either under or over budget during the course of any fiscal year. What is important, however, is to ensure that expenditures do not exceed the budget at the department/fund level.

Several factors can necessitate a budget adjustment. Certain actions taken by the Village Board to approve contracts or expenditures must be realigned with the budget ordinance that serves as the Village’s legal spending authority. Also, new programs and purchases obligating budget resources also require an amendment to the budget ordinance. In addition to the above factors, during the course of the annual audit, it becomes necessary to adjust certain revenue and expenditure accounts for events unforeseen at the time the original budget ordinance was adopted.

A final year-end budget adjustment is necessary to reflect these changes. It should be noted that in all cases where expenditure budgets were increased, adequate revenues or unallocated fund equity were available to absorb the adjustment.

DISCUSSION: Throughout the year, Department Directors and the Finance Department monitored the 2015 operating budget and expenditure status reports. While for the most part, the department budgets are within the budgeted amounts, there are items that need adjustment. The final budget adjustment was held until after the annual audit was completed. All of the budget adjustments needed are detailed on the attached budget adjustment request forms. The ordinance is also attached for review.

RECOMMENDATION: Request approval of an ordinance to amend the 2015 Budget as a result of the completed financial audit and to close out the fiscal year.

ATTACHMENTS

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **E-911**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
07000024-4542	Other Contractual Svcs	\$ 250	\$ 26,420	\$ 26,670

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 07	Fund Balance	\$ (250)		

Reasons for Adjustment Request:

Minor adjustment needed for Police video cards.

Approval Requested By: 

Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **EDA General Account Fund**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
10000026-4702	Principal Expense	\$ 12,220,900	\$ -	\$ 12,220,900

Decrease in Expenditures/Fund Balance or Increase in Revenues:

10000010-3101	Incremental Prop. Taxes	\$ 12,220,900	\$ -	\$ 12,220,900

Reasons for Adjustment Request:

EDA obligation payment to Sears; offset by incremental property taxes.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel LunalaDate: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **2005 EDA TIF Bond Fund**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
21000027-4806	Transfer to EDA Admin	\$ 35,430	\$ -	\$ 35,430

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 21	Fund Balance	\$ (35,430)		
06000018-3921	Transfer from 2005 EDA	\$ 35,430	\$ -	\$ 35,430
Fund 06	Fund Balance	\$ (35,430)		

Reasons for Adjustment Request:

Close out of fund.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **EDA Series 1991 Project Fund**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
27000024-4507	Professional Services	\$ 26,029,100	\$ 15,000	\$ 26,044,100

Decrease in Expenditures/Fund Balance or Increase in Revenues:

27000017-3802	Note Proceeds	\$ 26,029,100	\$ -	\$ 26,029,100

Reasons for Adjustment Request:

\$26 million of EDA obligations recognized during 2015.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **2009 Capital Project Fund**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
33000027-4801	Transfer to General	\$ 3,920	\$ -	\$ 3,920

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 33	Fund Balance	\$ (3,920)		
01000018-3933	Transfer from 2009 Proj.	\$ 3,920	\$ -	\$ 3,920
Fund 01	Fund Balance	\$ (3,920)		

Reasons for Adjustment Request:

Close out of fund.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel KenaleDate: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Capital Improvements Fund**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:


<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
36000027-4829	Transfer to Road Improve.	\$ 100,000	\$ 1,225,310	\$ 1,325,310

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 36	Fund Balance	\$ (100,000)		
29000018-3936	Transfer from Cap Improve	\$ 100,000	\$ 1,225,310	\$ 1,325,310
Fund 29	Fund Balance	\$ (100,000)		

Reasons for Adjustment Request:

Transfer of prior accumulated funds related to road program.

Approval Requested By: <u></u>	Date: <u>5/26/16</u>
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u></u>	Date: <u>5/26/16</u>

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Water & Sewer Fund**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
40406724-4577	Depreciation Expense	\$ 1,332,100	\$ -	\$ 1,332,100

Decrease in Expenditures/Fund Balance or Increase in Revenues:

	Fund Reserves	\$ (1,332,100)		

Reasons for Adjustment Request:

Depreciation expense is not initially budgeted for due to the fact it does not affect cash. This amount offsets Fund Reserves (Invested in Capital Assets, net of Debt).

Approval Requested By: 

Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachelle Luvial

Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Stormwater Management Fund**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
42000025-4613	Drainage Improvements	\$ 949,250	\$ 260,000	\$ 1,209,250

Decrease in Expenditures/Fund Balance or Increase in Revenues:

42000012-3305	Grant Revenue	\$ 788,810	\$ -	\$ 788,810
42000013-3457	Stormwater Utility Fee	\$ 40,000	\$ 475,000	\$ 515,000
Fund 42	Fund Balance	\$ (120,440)		

Reasons for Adjustment Request:

MWRD Grant revenues and expenses.

Approval Requested By: 

Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Sears Centre Operating Fund**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
41000024-4577	Depreciation Expense	\$ 2,401,550	\$ -	\$ 2,401,550
43000024-4507.48	Prof. Svcs Operations	\$ 6,140,270	\$ -	\$ 6,140,270

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 41	Fund Reserves	\$ (2,401,550)		
43000013-3455	Event Income	\$ 6,140,270	\$ -	\$ 6,140,270

Reasons for Adjustment Request:

Depreciation expense is not initially budgeted for due to the fact it does not affect cash. This amount offsets Fund Reserves (Invested in Capital Assets, net of Debt).


Additionally, Net Profit/Loss was budgeted for Arena operations, but had to be adjusted for Gross Revenues and Gross Expenses, per auditors.

Approval Requested By: 

Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Police Pension Fund**

FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
50000021-4207	Retirement Pensions	\$ 150,000	\$ 3,090,260	\$ 3,240,260
50000021-4209	Separation Benefits	\$ 75,200	\$ -	\$ 75,200
50000021-4210	Widows Pensions	\$ 22,000	\$ 247,510	\$ 269,510
50000024-4542	Other Contractual Svcs	\$ 15,000	\$ 29,870	\$ 44,870

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 50	Fund Reserves	\$ 262,200		

Reasons for Adjustment Request:

Additional pensions in 2015.

Also, the Police Pension Board decided to outsource its accounting and pension beneficiary services during the year, due to the increase in more complicated State Statutes.

Approval Requested By: 

Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: 

Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Fire Pension Fund**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:


<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
51000021-4210	Widows Pensions	\$ 55,000	\$ 247,850	\$ 302,850

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 51	Fund Reserves	\$ 55,000		

Reasons for Adjustment Request:

Additional pensions in 2015.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Date: 5/26/16

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Higgins/Hassell TIF**FISCAL YEAR: **2015**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
72000024-4567	Outside Legal Fees	\$ 880	\$ -	\$ 880
72000024-4507	Professional Services	\$ 360	\$ 3,450	\$ 3,810

Decrease in Expenditures/Fund Balance or Increase in Revenues:

	Fund Balance	\$ (1,240)		

Reasons for Adjustment Request:

TIF eligible expenses, that will be recovered when incremental taxes are received in the future.

Approval Requested By: Date: 5/26/16

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel LuvaleDate: 5/26/16

ORDINANCE NO. _____ - 2016

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AUTHORIZING
AMENDMENTS TO THE 2015 BUDGET ORDINANCE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That pursuant to authority granted by the statutes of the State of Illinois, there is hereby an amendment to the budget ordinance in an amount not in excess of the aggregate of additional revenues or fund reserves available to the Village. The sums of money hereinafter itemized for each of the respective corporate objects specified hereby increase or decrease the amounts included in the original budget ordinance, Ordinance No. 4458 dated December 1, 2014. The appropriate sums shall be received from sources other than the tax levy. The respective sums of money, together with the resulting adjustments and changes in the budget are set out in Section 2 of this Ordinance.

Section 2:

*Village of Hoffman Estates
2015 Budget Amendment*

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<u>Revenue Budget Revisions</u>				
<i>General Fund</i>				
01000018-3933	Transfer from 2009 Project Fund	-	3,920	3,920
	Increase to Fund Balance		(3,920)	
<i>EDA Administration Fund</i>				
06000018-3921	Transfer from '05 EDA Bonds	-	35,430	35,430
	Increase to Fund Balance		(35,430)	
<i>E-911 Fund</i>				
	Decrease to Fund Balance		250	
<i>EDA General Account</i>				
10000010-3101	Incremental Property Taxes	-	12,220,900	12,220,900
<i>2005 EDA TIF Bond Fund</i>				
	Decrease to Fund Balance		35,430	
<i>EDA Series 1991 Project Fund</i>				
27000017-3802	Note Proceeds	-	26,029,100	26,029,100
<i>Road Improvement Fund</i>				
29000018-3936	Transfer from Capital Improvement	1,225,310	100,000	1,325,310
	Increase to Fund Balance		(100,000)	

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<i>2009 Capital Project Fund</i>				
	Decrease to Fund Balance		3,920	
<i>Capital Improvements Fund</i>				
	Decrease to Fund Balance		100,000	
<i>Water & Sewer Fund</i>				
	Decrease to Fund Balance		1,332,100	
<i>Sears Centre Operating Fund</i>				
43000013-3455	Event Income	-	6,140,270	6,140,270
	Decrease to Fund Balance		2,401,550	
<i>Stormwater Management Fund</i>				
42000012-3305	Grant Revenue	-	788,810	788,810
42000013-3457	Stormwater Utility Fee	475,000	40,000	515,000
	Decrease to Fund Balance		120,440	
<i>Police Pension Fund</i>				
	Decrease to Fund Balance		262,200	
<i>Firefighters' Pension Fund</i>				
	Decrease to Fund Balance		55,000	
<i>Higgins/Hassell TIF Fund</i>				
	Decrease to Fund Balance		1,240	
TOTAL REVENUES			49,531,210	

Expenditure Budget Revisions

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<i>E-911 Fund</i>				
07000024-4542	Other Contractual Services	26,420	250	26,670
<i>EDA General Account</i>				
10000026-4702	Principal Expense	-	12,220,900	12,220,900
<i>2005 EDA TIF Bond Fund</i>				
21000027-4806	Transfer to EDA Admin	-	35,430	35,430
<i>EDA Series 1991 Project Fund</i>				
27000024-4507	Professional Services	15,000	26,029,100	26,044,100
<i>2009 Capital Project Fund</i>				
33000027-4801	Transfer to General	-	3,920	3,920
<i>Capital Improvements Fund</i>				
36000027-4829	Transfer to Road Improvements	1,225,310	100,000	1,325,310

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<i>Water & Sewer Fund</i>				
40406724-4577	Depreciation Expense	-	1,332,100	1,332,100
<i>Sears Centre Operating Fund</i>				
43000024-4507.48	Professional Services - Ops	-	6,140,270	6,140,270
41008024-4577	Depreciation Expense	-	2,401,550	2,401,550
<i>Stormwater Management Fund</i>				
42000025-4613	Drainage Improvements	260,000	949,250	1,209,250
<i>Police Pension Fund</i>				
50000021-4207	Retirement Pensions	3,090,260	150,000	3,240,260
50000021-4209	Separation Benefits	-	75,200	75,200
50000021-4210	Widows Pensions	247,510	22,000	269,510
50000024-4542	Other Contractual Services	29,870	15,000	44,870
<i>Firefighters' Pension Fund</i>				
51000021-4210	Widows Pensions	247,850	55,000	302,850
<i>Higgins/Hassell TIF Fund</i>				
72000024-4507	Professional Services	3,450	360	3,810
72000024-4567	Outside Legal Fees	-	880	880
<hr/> TOTAL EXPENDITURES		<hr/> 49,531,210 <hr/>		

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2016

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Gayle Vandenberg	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2016

Village President

ATTEST:

Village Clerk
Published in pamphlet form this _____ day of _____, 2016.

COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request authorization to continue into year two of a three year Microsoft Enterprise Licensing Agreement negotiated through CDW Government Inc. in an amount not to exceed \$80,099.97.

MEETING DATE: May 31, 2016

COMMITTEE: Finance Committee

FROM: Fred Besenhoffer, Director of Information Systems

PURPOSE: To continue into year two of a three year Microsoft Enterprise Licensing Agreement negotiated through CDW Government Inc.

BACKGROUND An ongoing enterprise licensing agreement for Microsoft products through the State of Illinois was introduced to local governments in 2006. The Village entered into the Microsoft Enterprise Licensing Agreement in 2006. It provides licensing for all our enrolled desktops and laptops for the Microsoft Desktop and Server Operating Systems, the Microsoft Office Suite, a core set of Client Access Licenses (CALs) and Exchange Online.

We added the Microsoft Exchange Online to the agreement in 2012.

DISCUSSION We are currently in the second year of the three year agreement we signed with Microsoft in 2015. The increase reflects the additional licensing added (a total of thirty (30)) to our Exchange Online (email) licenses through the Enterprise Agreement.

CDW Government, Inc. has been awarded the administration portion of the State Contract. The attached Microsoft Enterprise Renewal Quote reflects this increase for years two and three.

SUMMARY The cost is based on the agreement negotiated by the State of Illinois (whose ability to leverage in excess of 40,000 desktop computers as well as additional State-owned equipment) and CDW Government, Inc. It therefore affords the Village the best pricing on the Microsoft product line.

The formal quote from CDW Government, Inc. as the manager of this contract for the Microsoft Enterprise Pricing Agreement are attached.

FINANCIAL IMPACT The chart illustrates the funding and expenditure summary for 2015 in this agreement.

Funding:		
	Microsoft Licensing 47008525-4619	\$88,000.00
Total Funding		\$88,000.00
Expenditures	Microsoft Enterprise Licensing Agreement 2 nd year, 2016	\$80,099.97
Total		\$80,099.97

RECOMMENDATION

Request authorization to continue into year two of the three year Microsoft Enterprise Licensing Agreement through CDW Government Inc. in an amount not to exceed \$80,099.97.



CDW Government, LLC
Microsoft Enterprise 6.6 Agreement Pricing

Date 5/24/16
Account Manager

**Enterprise Quote
for**

VSL Specialist Dan Field
Channel Price Sheet Month

Village of Hoffman Estates

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment - Estimate
Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
76A-00016	EntCAL ALNG SA MVL Pltfrm UsrCAL wSrvcs	D	335	\$ 77.01	\$ 25,798.35	\$ 77.01	\$ 25,798.35	\$ 77.01	\$ 25,798.35
CX2-00093	WinEntforSAwMDOP ALNG SA MVL Pltfrm	D	221	\$ 34.70	\$ 7,668.70	\$ 34.70	\$ 7,668.70	\$ 34.70	\$ 7,668.70
269-12442	OfficeProPlus ALNG SA MVL Pltfrm	D	221	\$ 77.41	\$ 17,107.61	\$ 77.41	\$ 17,107.61	\$ 77.41	\$ 17,107.61
76A-00010	EntCAL ALNG LicSAPk MVL Pltfrm UsrCAL wSrvcs	D	10	\$ 115.76	\$ 1,157.60	\$ 115.76	\$ 1,157.60	\$ 115.76	\$ 1,157.60
269-12445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	D	4	\$ 132.64	\$ 530.56	\$ 132.64	\$ 530.56	\$ 132.64	\$ 530.56
CX2-00094	WinEntforSAwMDOP ALNG UpgrdSAPk MVL Pltfrm	D	4	\$ 43.48	\$ 173.92	\$ 43.48	\$ 173.92	\$ 43.48	\$ 173.92
6P5-00004	ExchgOnlnPlan2 AddOn touserExchEntCAL/ECAL	D	345	\$ 48.70	\$ 16,801.50	\$ 48.56	\$ 16,753.20	\$ 48.56	\$ 16,753.20
359-00792	SQLCAL ALNG SA MVL DvcCAL	D	60	\$ 33.89	\$ 2,033.40	\$ 33.79	\$ 2,027.40	\$ 33.79	\$ 2,027.40
P73-05898	WinSvrStd ALNG SA MVL 2Proc	D	10	\$ 143.81	\$ 1,438.10	\$ 143.41	\$ 1,434.10	\$ 143.41	\$ 1,434.10
228-04437	SQLSvrStd ALNG LicSAPk MVL	D	1	\$ 339.69	\$ 339.69	\$ 338.75	\$ 338.75	\$ 338.75	\$ 338.75
810-04760	SQLSvrEnt ALNG SA MVL	D	1	\$ 1,393.48	\$ 1,393.48	\$ 1,389.60	\$ 1,389.60	\$ 1,389.60	\$ 1,389.60
H04-00268	SharePointSvr ALNG SA MVL	D	1	\$ 1,102.55	\$ 1,102.55	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48	\$ 1,099.48
4DS-00001	EOArchExchOnln ShrdSvr ALNG SubsVL MVL PerUsr	D	10	\$ 24.80	\$ 248.00	\$ 24.73	\$ 247.30	\$ 24.73	\$ 247.30
7TC-00001	ExchgOnlnKsk ShrdSvr ALNG SubsVL MVL PerUsr	D	10	\$ 18.84	\$ 188.40	\$ 18.79	\$ 187.90	\$ 18.79	\$ 187.90
TQA-00001	ExchgOnlnPlan2 ShrdSvr ALNG SubsVL MVL PerUsr	D	30	\$ -	\$ -	\$ 72.20	\$ 2,166.00	\$ 72.20	\$ 2,166.00
				Year 1 Total	\$ 75,981.86	Year 2 Total	\$ 78,080.47	Year 3 Total	\$ 78,080.47
				Three Year Total	\$ 232,142.80				

Notes

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
HCGS043	0334905	5/20/2016

BILL TO:
VILLAGE OF HOFFMAN ESTATES
1900 HASSELL RD

SHIP TO:
VILLAGE OF HOFFMAN ESTATES
Attention To: FINANCE DEPARTMENT
1900 HASSELL RD

Accounts Payable
HOFFMAN ESTATES , IL 60169-
6302

HOFFMAN ESTATES , IL 60169-6302
Contact: FRED
BESENHOFFER 847.882.9100

Customer Phone #847.882.9100

Customer P.O. # HCGS043 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
NICK WEAVER 877.638.8137		ELECTRONIC DISTRIBUTION	Net 30 Days-Govt State/Local	E9998098305
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
50	3285083	MS EA WIN ENT WMDOP UPG Mfg#: CX2-00089-SLG Contract: Illinois Microsoft CMS6945110 Electronic distribution - NO MEDIA	40.39	2,019.50
SUBTOTAL				2,019.50
FREIGHT				0.00
TAX				0.00
				US Currency
TOTAL				2,019.50

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.705.3497

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to purchase and install audio and video equipment for the Sears Centre Arena from TSE of La Crosse, Wisconsin, in an amount not to exceed \$219,012.30

MEETING DATE: May 31, 2016

COMMITTEE: Finance

FROM: Mark Koplin/Ben Gibbs

PURPOSE: Request authorization to purchase and install audio and video equipment for the Sears Centre Arena (SCA) from TSE of La Crosse, Wisconsin in an amount not to exceed \$219,012.30.

BACKGROUND: The SCA's audio and video system includes the following:

- ◆ **Audio System:** Inner Bowl Public Address System, Concourse Public Address System, Amplifiers, Audio Mix Board, Sound Editing Software, Microphones, Cabling, etc.
- ◆ **Video System:** Video Broadcast Cameras (2) and accessories, Video Editing Software, Video Switcher (utilized to edit and send content to scoreboard), Camera Junction Boxes (the SCA has nine of these boxes that provide audio and video inputs that allow cameras and microphones to easily plug into the audio/visual system from various locations throughout the building), and the cabling needed to connect the boxes to the control booth and ultimately to the scoreboard and ribbon board.
- ◆ **Communication System:** The SCA currently has a wired "ClearCom" system, which allows personnel to communicate from various locations on the event floor and bridge level. This system is typically used for staff in the control room to speak with camera operators on the event floor. The communication system is vital for event presentation as the "Director" in the control room requires a method of communication with all other staff involved with gameday.

All this equipment was installed in 2006, prior to the grand opening of the SCA. The expected life cycle for the majority of this equipment is 10 years. With the exception of the audio speakers and the amplifiers in the public address system, the remainder of the equipment will likely ultimately fail in the coming year.

As the new Mitsubishi scoreboard, ribbon board, and lobby marquee will offer near high definition quality resolution, the current equipment in the SCA is unable to provide a quality signal with sufficient clarity. It is the equivalent of purchasing a new high definition television, but utilizing an old VCR to watch movies. The quality of the television will be negated by the equipment providing the signal for broadcast.

The proper functioning of the SCA's audio and visual system are vital to the events hosted at the SCA, particularly sports (USA Volleyball, USA Figure Skating, USA Gymnastics, etc.), high school graduations, annual events (Bull Riding, Monster Truck) and the Windy City Bulls. These events often represent over half of the annual income from events.

Starting in November 2016, the scoreboard and ribbon board will be a central part of the Windy City Bulls game day presentation. The Windy City Bulls intend on replicating the United Center's fan experience, which relies heavily on the scoreboard and ribbon board. Upgrades in the audio and video are needed to maximize usage of the new scoreboard and ribbon board.

A Request For Proposal (RFP) was issued to request proposals to upgrade the minimal amount of audio and visual equipment to enable the SCA to perform the basic needs of the aforementioned events and the Windy City Bulls.

The cost of a venue's audio and video system is scalable based on the requirements and intentions of the system. A simple system geared for a minor league baseball or high school stadium could cost as little as \$40,000, while a system in a major league ball park could easily exceed \$10 million.

An amount of \$200,000 was allocated in the 2016 Village budget for this equipment.

DISCUSSION:

The SCA issued an RFP on May 3, 2016, to six companies and consulted with the Chicago Bulls and Spectra to select the most appropriate proposal. The companies included TSE, Diversified, Media Support Group, Alpha Video, AVI, and TPC Technology. Vendors were invited to a walk-thru of the SCA to familiarize themselves with the SCA on May 10, 2016. Bids were submitted May 17, 2016, with expected completion date for the entire project by September 9, 2016.

Given the proposed budget, scope of work, and timing of installation, only two companies, Diversified and TSE, submitted a bid response.

The RFP requested the following equipment:

- ◆ Video Switcher/Video Router: The "brains" of the system, the video switcher takes the various signals and allows the operator to control all aspects of the scoreboard, switching between camera signals, video clips, animation, replays, etc. The higher quality video switcher allows more flexibility in creating content for the scoreboard. Along with the cameras, this is one of the largest investments in any audio/visual system.

DISCUSSION: (Cont'd)

- ◆ **Cameras/Lens:** The quality of the camera effects picture resolution, clarity, color, and the ability to control the settings of the camera from a central control room, allowing for all cameras to provide a similar picture regardless of the camera operator. The lens also requires substantial investment. A larger lens will allow better coverage of the SCA, which enables the camera to cover action at a greater distance.
- ◆ **Wired Intercom System:** The system allows communication between the control room and all other staff involved in event presentation, including camera operations, director, sound engineer, etc. These systems are required for any level of gameday presentation. The SCA currently has a wired system.
- ◆ **Wireless Intercom:** Same as above, but this system is wireless, allowing staff to work throughout the building without being tethered to a hardline. This provides greater flexibility and has become standard in modern arenas. The SCA currently does not offer a wireless system.
- ◆ **Audio Controller:** The SCA's audio system is still working, and this equipment tends to have a longer life span, particular speakers and amplifiers. The sound mixing board located in the control room needs to be upgraded as the equipment is starting to create interference and a ringing sound that is distracting.
- ◆ **Connectivity/Cabling/Junction Boxes:** All the cabling in the building connecting the equipment to the control room, junction boxes, scoreboard, and ribbon board is meant for standard definition signals. For the most part, a majority of the cabling must be upgraded to allow the higher quality equipment to properly communicate and broadcast the best quality signal. Again, the best comparison is connecting a high definition television to a DVD player, but utilizing old RCA cables to send the DVD signal to the television. Regardless of the quality of the television and DVD player, the picture quality and sound will be greatly compromised by the cables transmitting the signal.
- ◆ **Accessories to Support System:** Given the sophistication level of the system, many items are needed to ensure quality connections, proper backup and fail safes to avoid future issues. These items are not hugely expensive, but required to ensure proper operation.
- ◆ **System Design/Labor/Project Management:** The selected company will not only suggest the proper equipment, they will also design the system, determining the best way to integrate all the various machines into one cohesive system. Proper design ensures the system is user-friendly and intuitive. The selected company will handle project management, ensuring deadlines are achieved and will perform final install. The training of the staff will also be included in the scope of the bid.

The criteria for selecting the best company is based on three factors: cost of service, technical skill, and reputation. These companies source equipment from various vendors and simply pass along the cost of the equipment with a mark-up. The proposed equipment is not proprietary to any bidder, so numerous companies can all suggest the same equipment with similar prices. Companies differentiate themselves with their technical ability and the cost they charge for providing this service, which includes physically installing and integrating the equipment into our current system, and designing a system that works properly.

DISCUSSION: (Cont'd)

A company's portfolio of work with corresponding references is the best method to assess whether a bidder has the requisite skill to handle the scope of work. Based on references and their portfolio, both Diversified and TSE are fully capable of successfully handling this project.

Diversified is a large company with experience installing and designing multi-million dollar projects for major sports teams, including the Yankees, 49ers, and NY Giants. They are headquartered out of New Jersey, but have a local office in Wood Dale, IL. They are major players and will have no issue handling a project of this size.

TSE is a smaller company that specializes in midsize arenas and minor league baseball stadiums. They worked with the Schaumburg Boomers when they upgraded their scoreboard system in 2012 and the Budweiser Event Center (Spectra managed) during their scoreboard upgrade, and both clients spoke highly of their skill level. The consultant that works for the Bulls and assists with the Windy City Bulls also provided a reference based on their interaction with TSE during past minor league baseball work. While TSE does smaller projects compared to Diversified, the SCA project is firmly in their wheelhouse, and I have no concern regarding their ability to deliver.

Based on the above criteria, we recommend selecting TSE as the best fit for the SCA. Their bid was less expensive and the project aligns with their past projects. Diversified is also more than capable, but the added expense is not warranted and their expertise is likely unnecessary given the basic nature of the SCA project.

Price: TSE had the lowest price at \$198,500 (plus 20% contingency fee, which will only be utilized if needed) for a total of \$219,012.30. The next bid was \$239,000 (plus 20% contingency fee). Ultimately, both companies can handle the job, so price is the deciding factor.

FINANCIAL IMPACT:

The 2016-2023 CIP (prepared prior to the Bulls announcement) included \$1.0 million for replacing the scoreboard and ribbon board in 2017. At the November budget meeting and after the Bulls announcement, staff provided an update and recommended \$1.2 million from the General Fund to be allocated in 2016 for replacing the scoreboard and ribbon board, and upgrading the tech booth. The tech booth upgrade was projected at \$200,000, and the recommended vendor is at \$219,012.30 (base fee of \$198,500 plus a 20% contingency). The total for the tech booth, scoreboard, and ribbon board is $\$834,185 + \$219,012.30 = \$1,053,197.30$ (lobby marquee is not included in this amount - funded through Spectra capital fund at \$100,000).

RECOMMENDATION:

Request authorization to purchase audio and video equipment for the Sears Centre Arena control room from TSE of La Crosse, Wisconsin in an amount not to exceed \$219,012.30.

Attachment



Supplemental Control Room Quote

Sears Centre Control Room	
PROPOSAL	15-May-16

Qty.	Model	Item Description	Total
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**Recommended Video Control Room Upgrades
in conjunction with the new Video Board Installation and NBA
Equipment Package**

Video Switcher	41,600.00
-----------------------	------------------

1	Newtek	TriCaster 8000 (8 channel switcher)
1	Newtek	TriCaster Advanced Edition for TriCaster8000 option
1	Livetext	Livetext Newtek
1	Laptop	Laptop for above
2	Philips	42" LED HDTV for Multiview display
1	Marshall	Broadcast 3GHD/SD Multiformat Dual 7-Inch Rackmount Video Monitor
2	ART	1RU power supply

Newtek Options	9,985.00
-----------------------	-----------------

1	Newtek	ProTek Care for TriCaster 460 (initial 2 year coverage) \$5995 optional
1	Newtek	One-day (8 hours) operator training for Newtek products that are installed at the facility. Training to be completed by a Newtek Authorized Trainer according to a predetermined training plan. Maximum of 3 trainees. Online Services Order Ticket required. Travel and expenses not included. \$1995 Day plus Travel
1	Newtek	Travel and expenses Est. \$1995

Video Router	6,715.00
---------------------	-----------------

1	peas	PESA XSTREAM 32x32 3G Video Router with TriCaster integration.
1	peas	PESA XSTREAM CP-832 Control Panel (optional)

Cameras	35,050.00
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2	JVC	JVC GYHM850CUPROHD SHOULDER CAMCORDER • ProHD Dual Codec Solid State Media Camcorder with Fujinon 20x AF/OIS ENG Lens • Full HD/1440/720P recording: 60i, 60p, 30p, 25p, 24p • XDCAM EX™(.mp4), Final Cut (.mov), AS-10 (.mxf), AVCHD (.mts), H.264 (.mov) file recording • SD and Web H.264 (.mov) file recording • Anton-Bauer mount • Genlock • Time code I/O • SDI out with embedded audio and TC • Supplied Accessories: Lens, VF, Mic, Anton/Bauer battery plate
2	Armor	SOFT CASE FOR PROHD COMPACT SHOULDER CAMERAS • Designed and built by Portabrace for JVC Compact Shoulder ProHD cameras • Accommodates the camera and mounted accessories including a long lens, IDX or Anton Bauer battery, KA-MR100 — SxS Media Recorder, and microphone
2	Armor	2-STAGE TRIPOD W/11LB. PAYLOAD Includes: Mid level spreader, Extra handle, Carrying case
2	Armor	VARIZOOM REAR CONTROL KIT FOR FUJINON 20X AF LENS • Rear lens control kit for the Fujinon 20x zoom auto focus lens (provided with GY-HM850U/HM890U) • Independent focus and zoom control • Auto Focus On/Off button • Heavy duty metal construction • Made in by VariZoom
2	JVC	36X Lens Upgrade
2	Marshall	Marshall On camera Field Monitor with Hood
2	Mount	Tripod mount kit



Supplemental Control Room Quote

Sears Centre Control Room	
PROPOSAL	15-May-16

Qty.	Model	Item Description	Total
Rack Connectivity			2,930.00
1		Cable Cameras	
2		control / power Cable	
1		Required Cables, Connectors	
Wireless Intercom			13,496.00
1		BTR-80N B3 receiver	
2		TR-80N B3 belt packs	
1		4 bay NMH charger for TR-1/ 700/ 800/ 825/ 80N/ RKP-4 with US power cord and 4 BP-800NM battery packs.	
2		Telex Branded Directional log periodic antenna covers 450-900 MHz Unique forward coverage pattern increases signal gain up to 5 dB. Supplied with mounting hardware for wall or mic stand, and 10' of low loss coaxial cable. Measures 9-1/2"L x 11" H, painted matte black.	
2		25FT COAXIAL CABLE, W/TNC CONNEC 25' 50 ohm low loss coaxial cable, TNC M connector.	
2	Telex	Single Muff Headset	
1		Telex IL	
Wired Intercom System			7,575.00
1	Telex	Two Channel Power Supply (included)	
1	Telex	Two Channel User Station	
5	Telex	Single Channel Belt Packs	
5	Telex	Single Muff Headset	
4	Telex	Cabling and Device	
4		Custom Plates for communications drops	
1		Communication cable replacement	



TSE Supplemental Control Room Quote

Sears Centre Control Room	
PROPOSAL	15-May-16

Qty.	Model	Item Description	Total
BSS Audio Controller - digitally controlling your sound system			16,100.00
1	Soundweb BLU-160	Digital Signal Processor: networked signal processor with fault-tolerant bus	
2	BLUCARD-IN	Analog (4) input card for Soundweb London Chassis	
2	BLUECARD-OUT	Analog (4) output card for Soundweb London Chassis	
3	BLU-BIB	8-channel analog break-in box with fault-tolerant bus and switchable Phantom Power per channel	
4	BLU-BOB1	8-channel analog break-out box with fault-tolerant bus	
1	Custom Program	Programming of the Soundweb providing selectable zones and volume control. Control via Web access is also provided for authorized facility managers	
Audio Connectivity & Mixing			3,399.00
1	BMD	Mixer Expression Digital Mixer 32 Channel (16x2)	
1	BMD	IPad	
Connectivity			12,600.00
6		Custom Plates for Cameras	
1		Fiber cable for 4 Camera Locations and 4 PTZ cameras	
1		RG6 digital rated cable	
1		Required Cables, Connectors and Rack Power	
1		Miscellaneous - labels	
General System Requirements			7,409.00
1	Terminal	Terminal Gear for AV Distro and Conversion	
2	TBD	Battery Backup	
1	TBD	Hard Drives	
1	TBD	BlueRay	
1	TBD	Audio Monitors	
4	TBD	KVM extenders	
2	TBD	Network Switch (Gigabit)	
Additional Services / TSE Project Design / Build / Integration / Shipping			48,264.00
1	Freight	Shipping and Handling	
1	MISC	Miscellaneous materials cables	
2	days on-site	Project Management (Drawings ETC)	
20	days on-site	Installation and Integration by Two TSE AV System Integrators	
2	labor days	Systems Start-up and Configuration	
Note #1		All Conduit and Power Drops are responsibility of facility owner	
Note # 2		SALES TAX is NOT INCLUDED and is the RESPONSIBILITY OF THE CLIENT	

Subtotal:	\$	205,123.00
20% Contingency (Additional power drops, conduit, etc.)	\$	20,512.30
Overall project discount:	\$	(6,623.00)
Items Subject to Sales Tax:		



TSI Supplemental Control Room Quote

Sears Centre Control Room	
PROPOSAL	15-May-16

Qty.	Model	Item Description	Total
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Sales Tax is Not Included.. Any sales tax is the responsibility of the owner/client

TOTAL \$ 219,012.30		
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HOFFMAN ESTATES

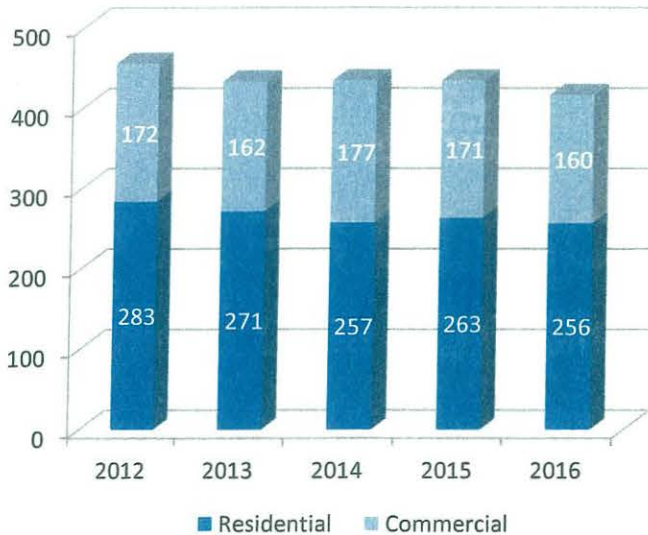
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT APRIL 2016

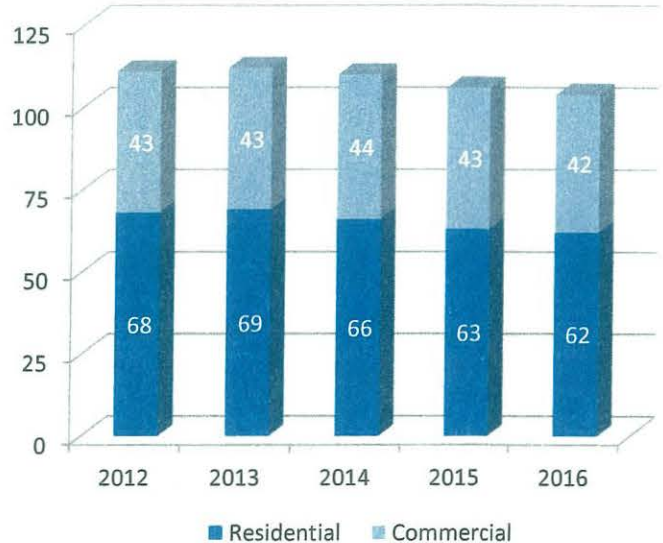
Water Billing

A total of 14,597 residential water bills were mailed on April 1st for February's water consumption. Average consumption was 4,276 gallons, resulting in an average residential water bill of \$50.67. Total consumption for all customers was 104 million gallons, with 62 million gallons attributable to residential consumption. When compared to the April 2015 billing, residential consumption decreased by 1.6%.

**Total Water Consumption
Year-To-Date Comparison
Month of April**

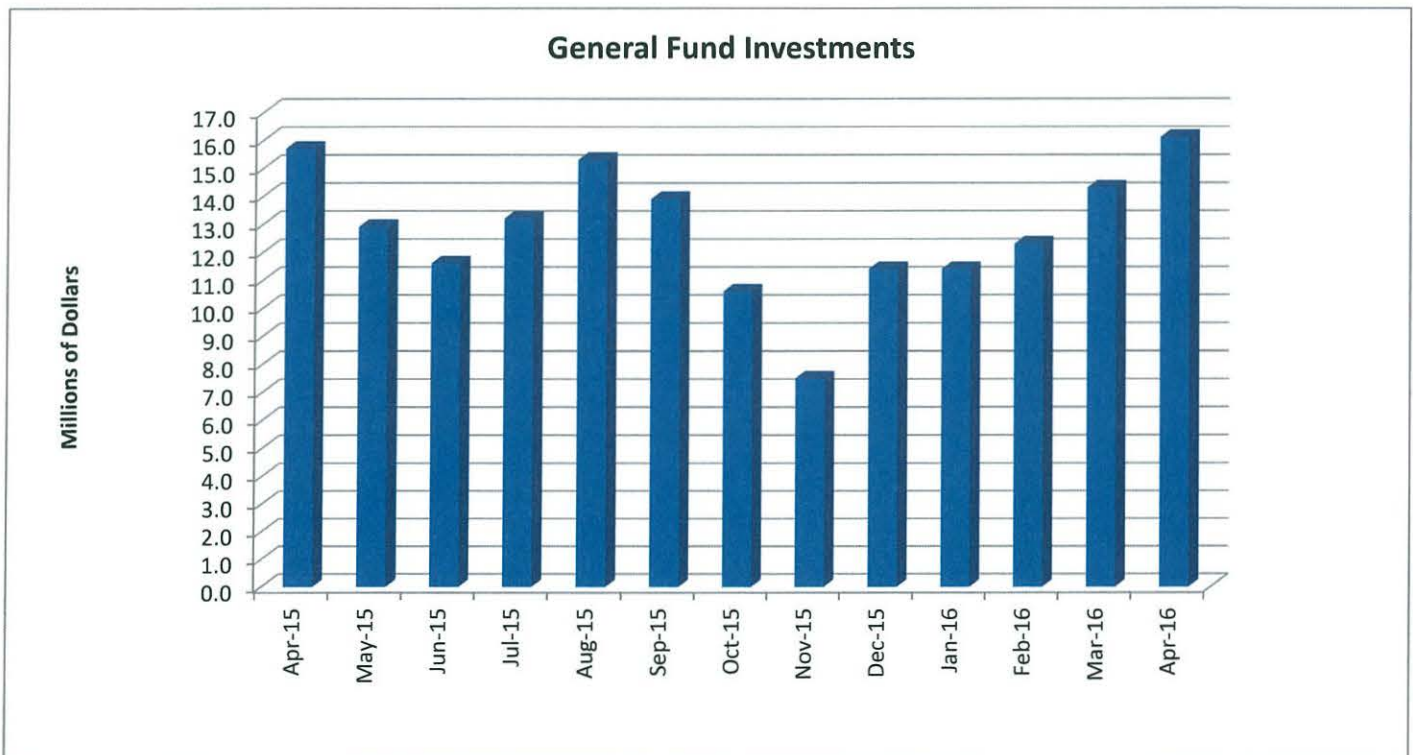
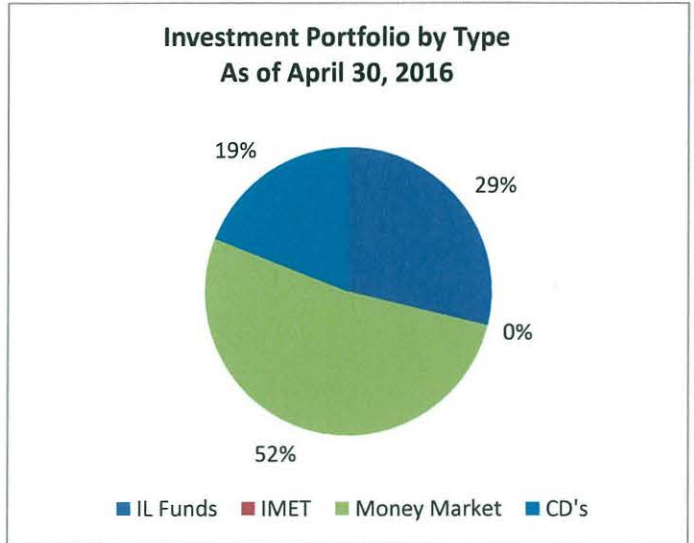
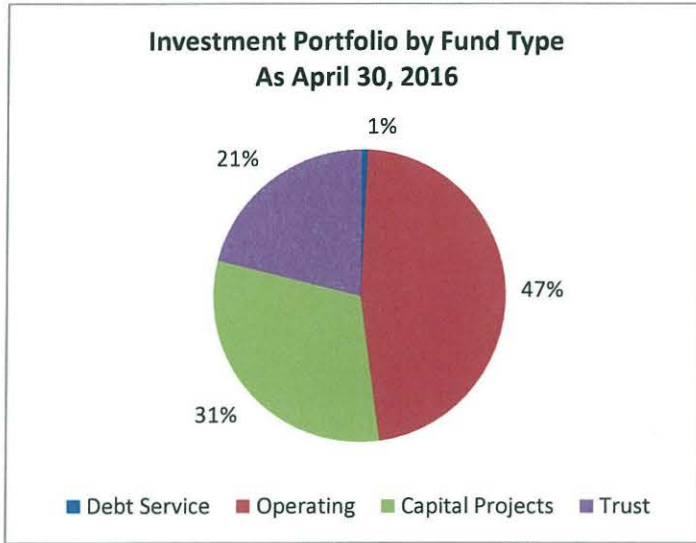


**Total Water Consumption
Month of April**



Village Investments

As of April 30, 2016, the Village's investment portfolio (not including pension trust funds) totaled \$43.2 million. Of this amount, \$20.4 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$22.8 million is related to debt service, capital projects and trust funds.



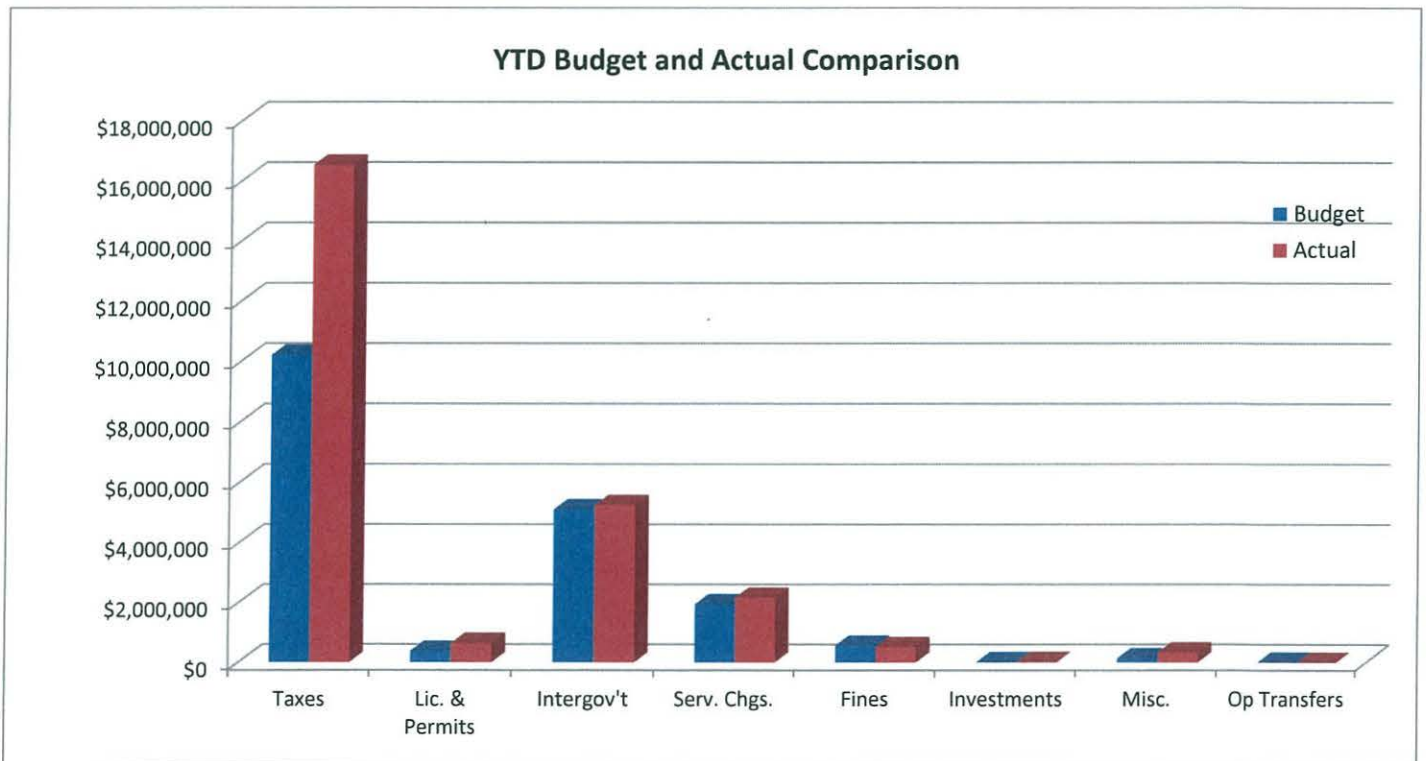
Operating Funds

General Fund

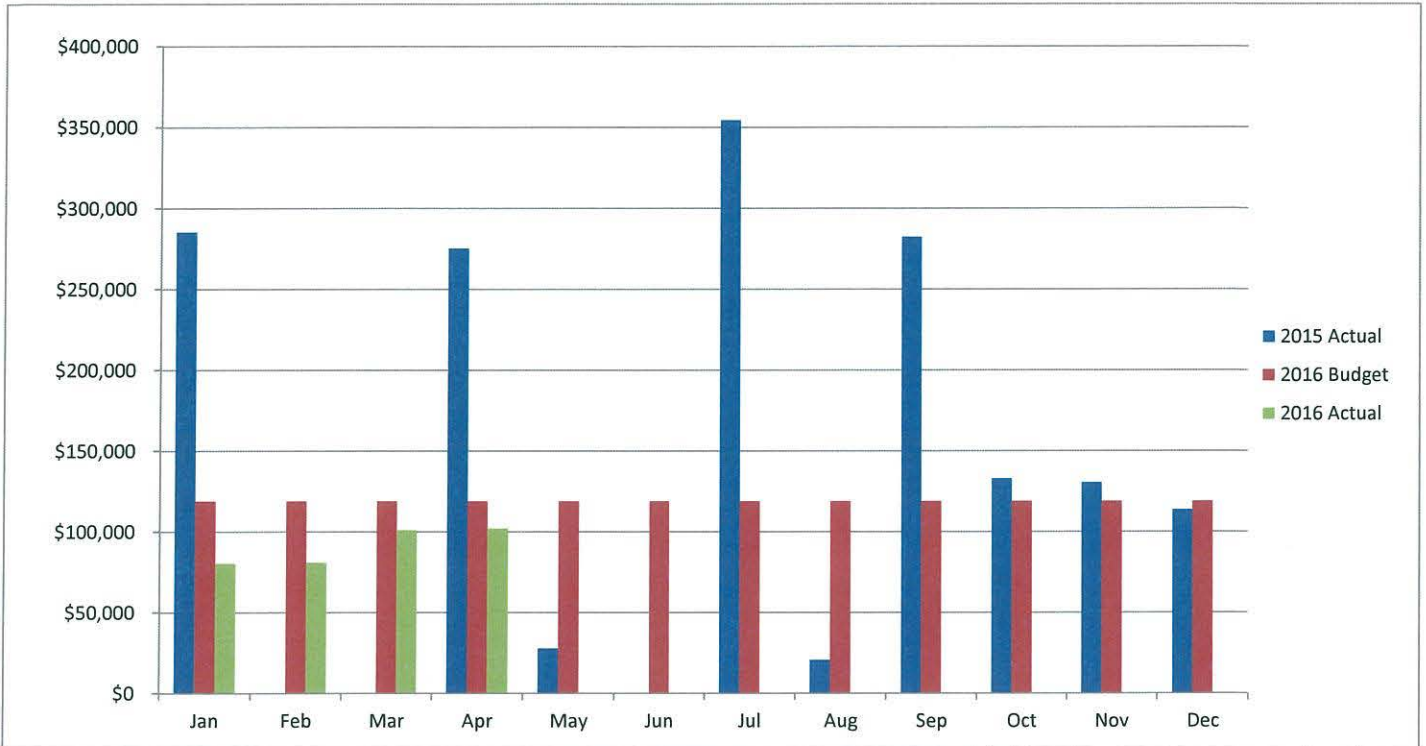
For the month of April, General Fund revenues totaled \$3,025,332 and expenditures totaled \$4,470,825 resulting in a deficit of \$1,445,493.

Revenues: April year-to-date figures are detailed in the table below. Taxes are overbudget due to the first installment of property taxes being received in March. Licenses and permits are overbudget because license renewal payments were received this month. Operating transfers do not occur until the underlying expense is realized. Most miscellaneous revenues are not received on a monthly basis, but the Nicor Franchise renewal was received in April.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 10,212,783	\$ 16,515,423	61.7%
Licenses & Permits	380,333	643,980	69.3%
Intergovernmental	5,102,627	5,250,289	2.9%
Charges for Services	1,939,050	2,160,729	11.4%
Fines & Forfeits	557,667	517,801	-7.1%
Investments	10,000	14,518	45.2%
Miscellaneous	133,720	330,313	147.0%
Operating Transfers	-	-	0.0%
TOTAL	\$ 18,336,180	\$ 25,433,054	38.7%

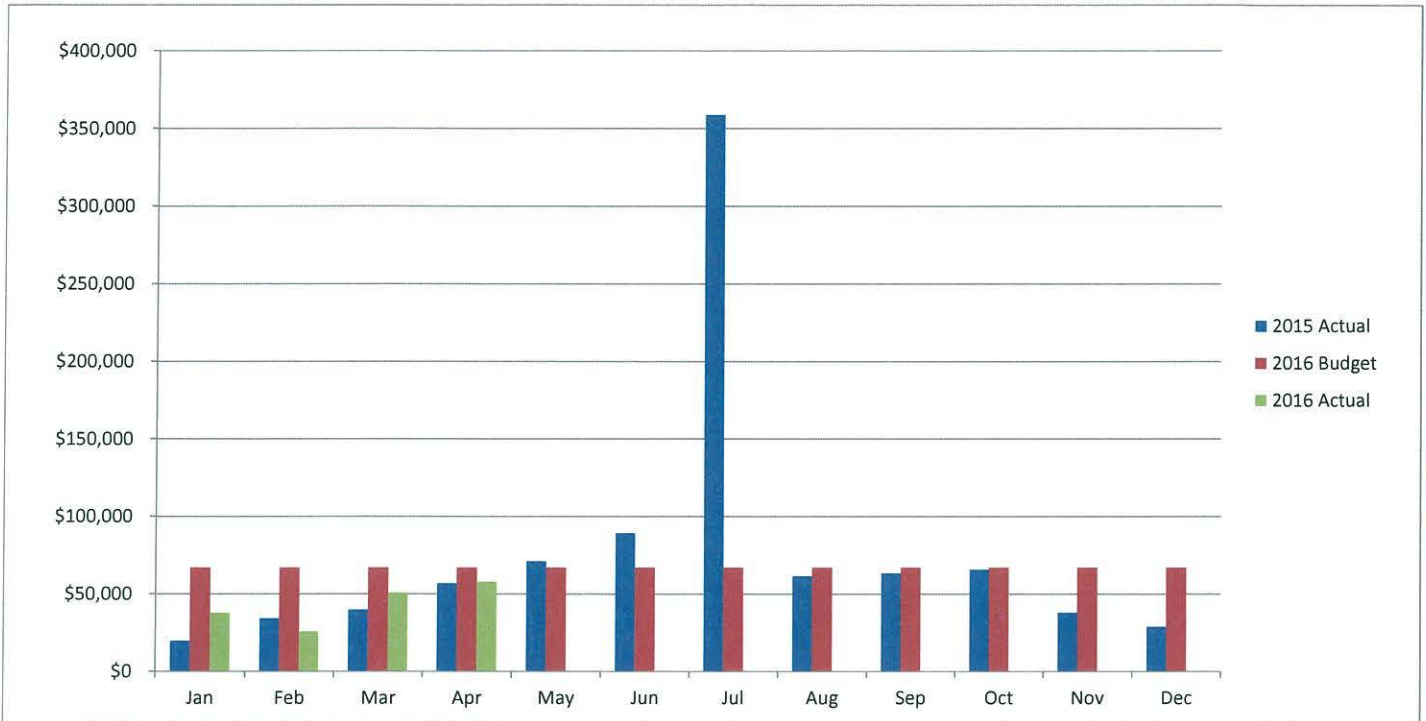


Hotel Tax



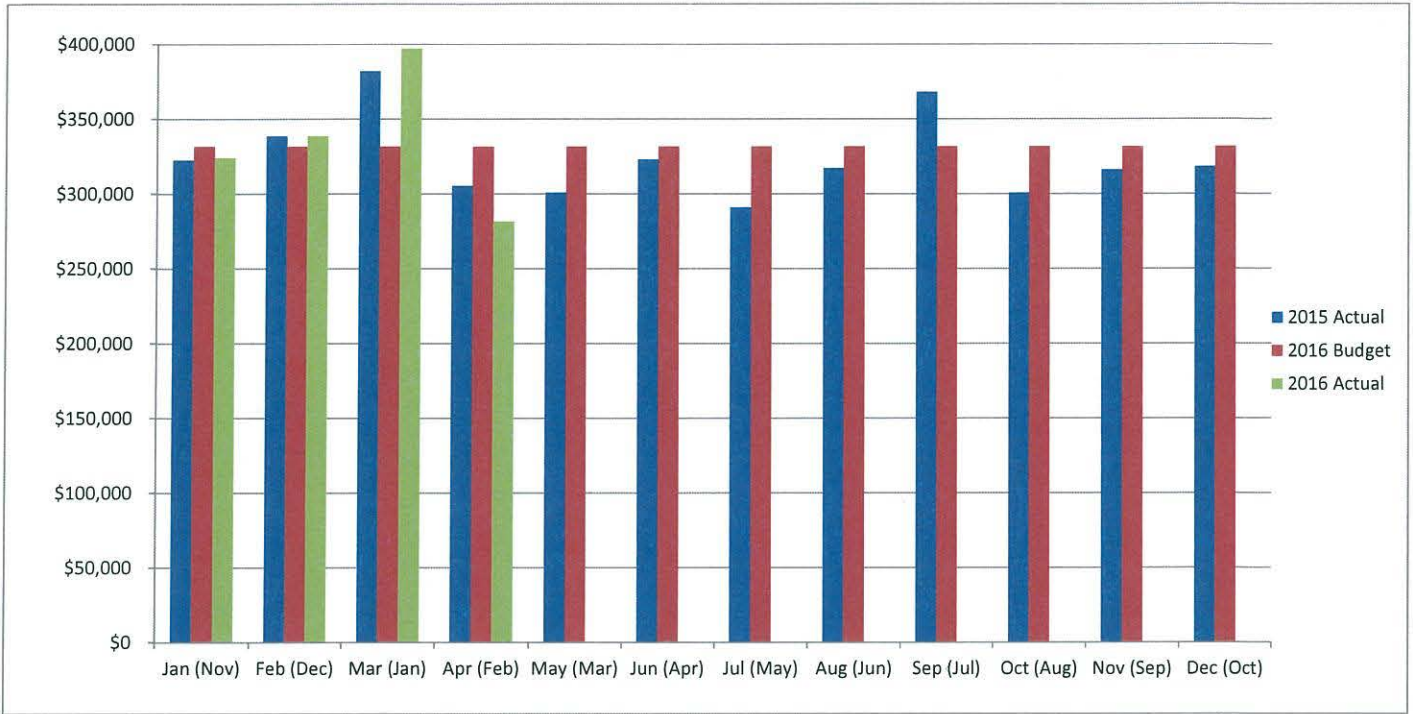
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 285,231	\$ 118,750	\$ 80,232	\$ (38,518)
Feb	-	\$ 118,750	80,763	\$ (76,505)
Mar	-	\$ 118,750	100,812	\$ (94,443)
Apr	275,235	\$ 118,750	101,748	\$ (111,445)
May	27,837	\$ 118,750		
Jun	-	\$ 118,750		
Jul	354,252	\$ 118,750		
Aug	20,579	\$ 118,750		
Sep	282,325	\$ 118,750		
Oct	132,948	\$ 118,750		
Nov	130,508	\$ 118,750		
Dec	113,697	\$ 118,750		
YTD Totals	\$ 1,622,611	\$ 1,425,000	\$ 363,555	

Real Estate Transfer Tax



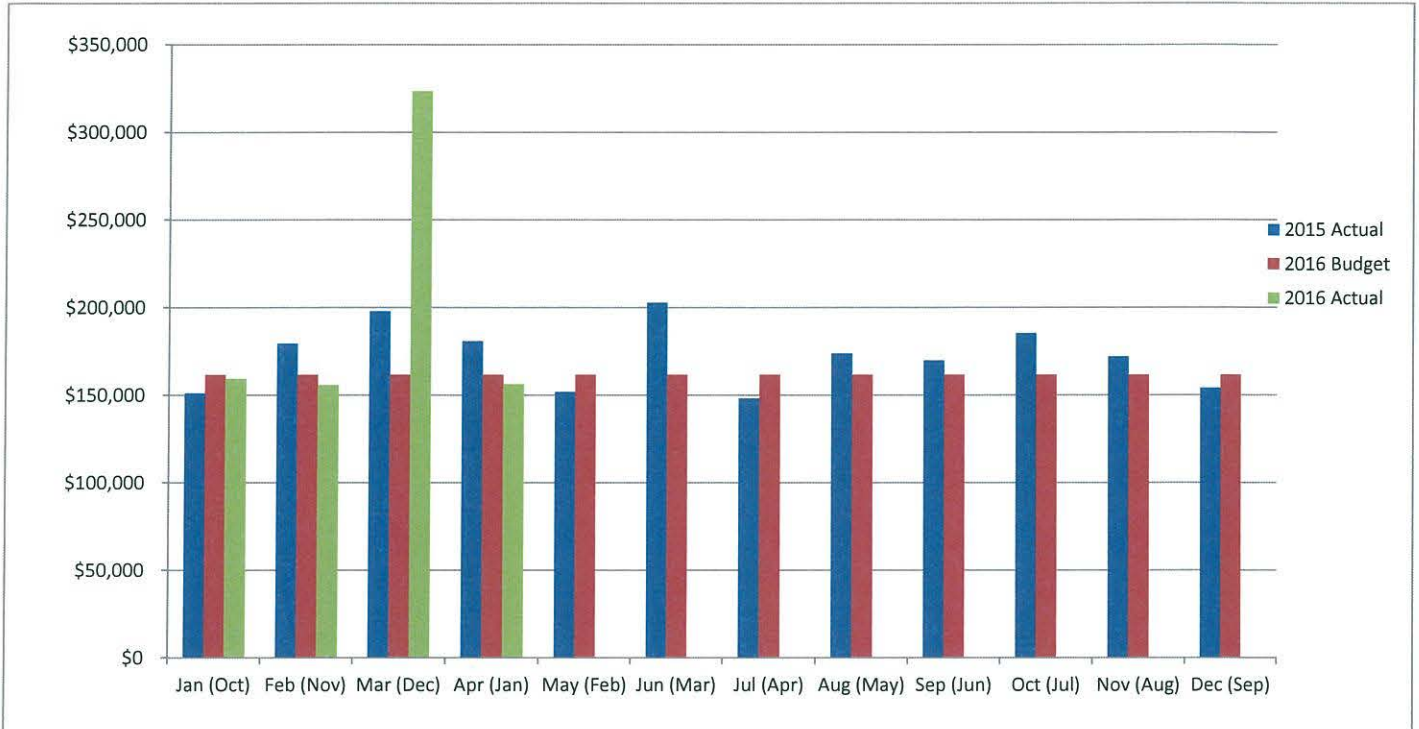
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 19,551	\$ 66,667	\$ 37,674	\$ (28,993)
Feb	34,172	66,667	25,556	(70,103)
Mar	39,643	66,667	50,695	(86,075)
Apr	56,623	66,667	57,748	(94,994)
May	70,889	66,667		
Jun	89,044	66,667		
Jul	358,525	66,667		
Aug	61,377	66,667		
Sep	63,270	66,667		
Oct	65,550	66,667		
Nov	37,796	66,667		
Dec	28,666	66,667		
YTD Totals	<u>\$ 925,106</u>	<u>\$ 800,000</u>	<u>\$ 171,673</u>	

Home Rule Sales Tax



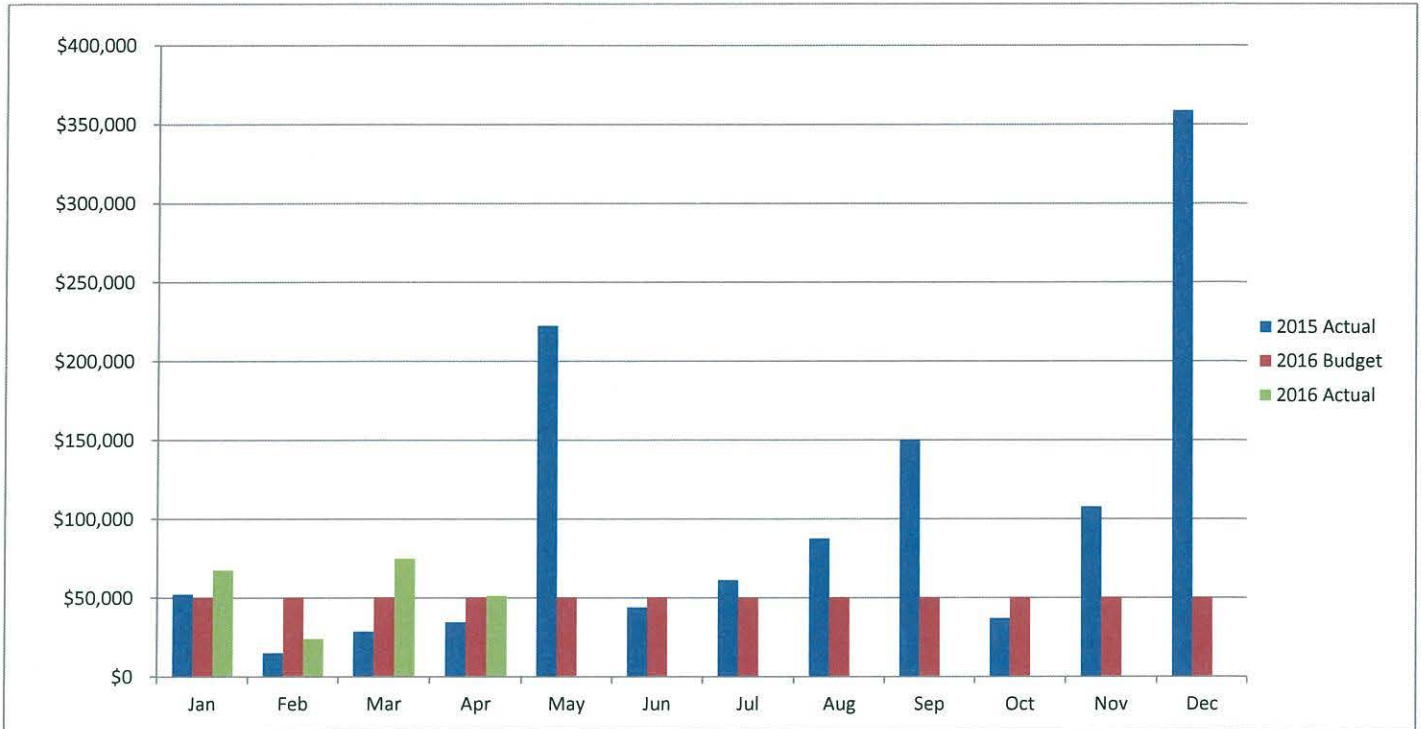
<u>Month Received (Liability Period)</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan (Nov)	\$ 322,359	\$ 331,500	\$ 323,979	\$ (7,521)
Feb (Dec)	338,435	331,500	338,398	\$ (623)
Mar (Jan)	381,857	331,500	396,849	\$ 64,726
Apr (Feb)	305,139	331,500	281,321	\$ 14,547
May (Mar)	300,617	331,500		
Jun (Apr)	322,770	331,500		
Jul (May)	290,790	331,500		
Aug (Jun)	317,104	331,500		
Sep (Jul)	367,835	331,500		
Oct (Aug)	300,462	331,500		
Nov (Sep)	315,938	331,500		
Dec (Oct)	318,073	331,500		
YTD Totals	<u><u>\$ 3,881,378</u></u>	<u><u>\$ 3,978,000</u></u>	<u><u>\$ 1,340,547</u></u>	

Telecommunications Tax



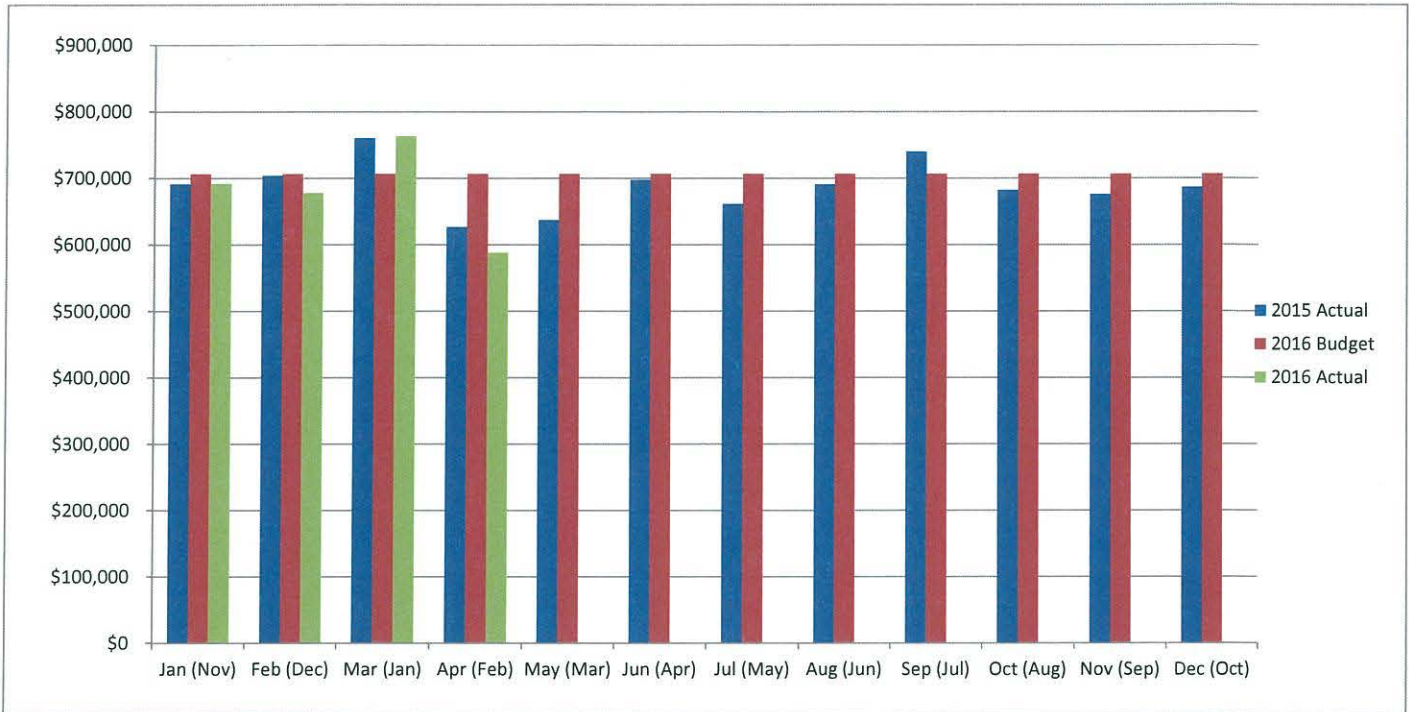
<u>Month Received (Liability Period)</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan (Oct)	\$ 151,174	\$ 161,667	\$ 159,475	\$ (2,192)
Feb (Nov)	179,510	161,667	155,787	\$ (8,071)
Mar (Dec)	197,794	161,667	323,176	\$ 153,438
Apr (Jan)	180,871	161,667	156,336	\$ 148,107
May (Feb)	151,902	161,667		
Jun (Mar)	202,762	161,667		
Jul (Apr)	148,153	161,667		
Aug (May)	173,922	161,667		
Sep (Jun)	169,902	161,667		
Oct (Jul)	185,463	161,667		
Nov (Aug)	171,987	161,667		
Dec (Sep)	154,067	161,667		
YTD Totals	<u>\$ 2,067,506</u>	<u>\$ 1,940,000</u>	<u>\$ 794,774</u>	

Building Permits



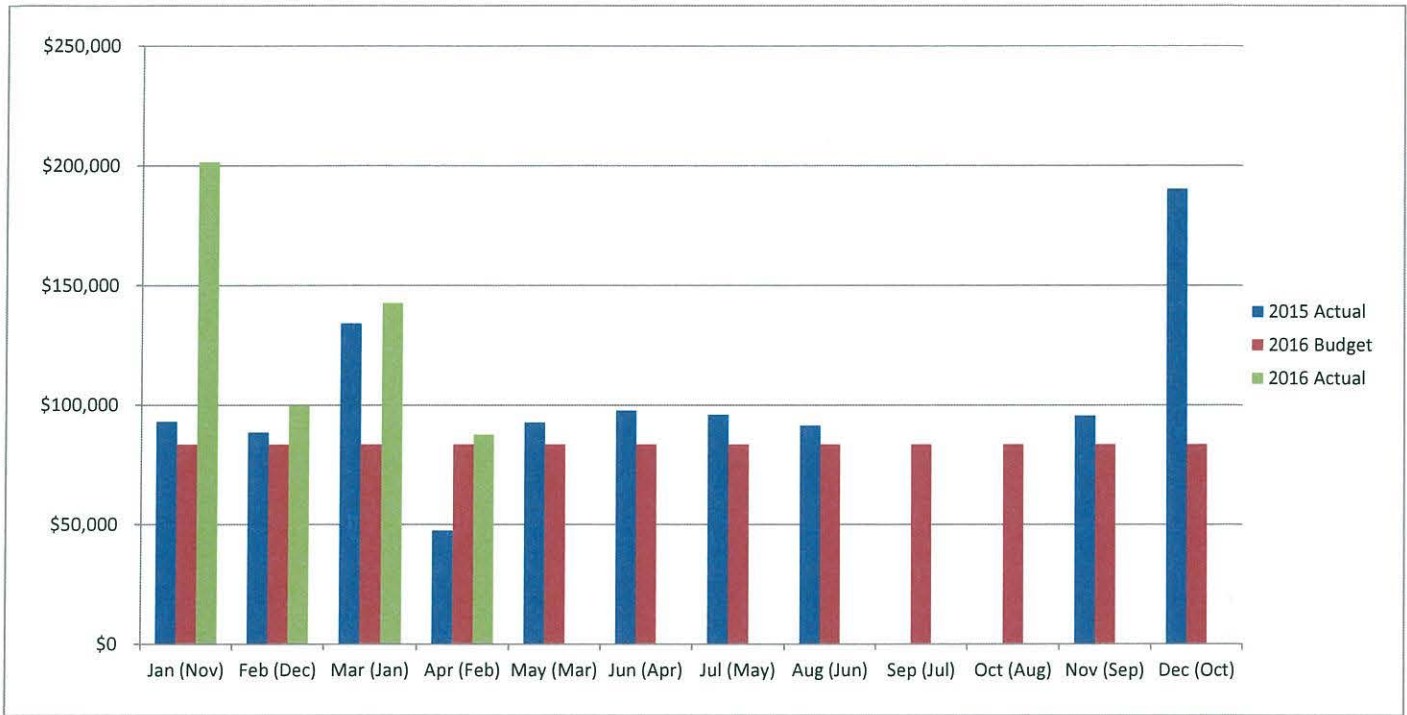
<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 52,379	\$ 50,000	\$ 67,462	\$ 17,462
Feb	15,057	50,000	24,022	\$ (8,516)
Mar	28,634	50,000	74,953	\$ 16,437
Apr	34,707	50,000	51,338	\$ 17,775
May	222,499	50,000	-	
Jun	43,889	50,000	-	
Jul	61,332	50,000	-	
Aug	87,653	50,000	-	
Sep	150,295	50,000	-	
Oct	37,126	50,000	-	
Nov	107,773	50,000	-	
Dec	358,351	50,000	-	
YTD Totals	<u>\$ 1,199,696</u>	<u>\$ 600,000</u>	<u>\$ 217,775</u>	

State Sales Tax



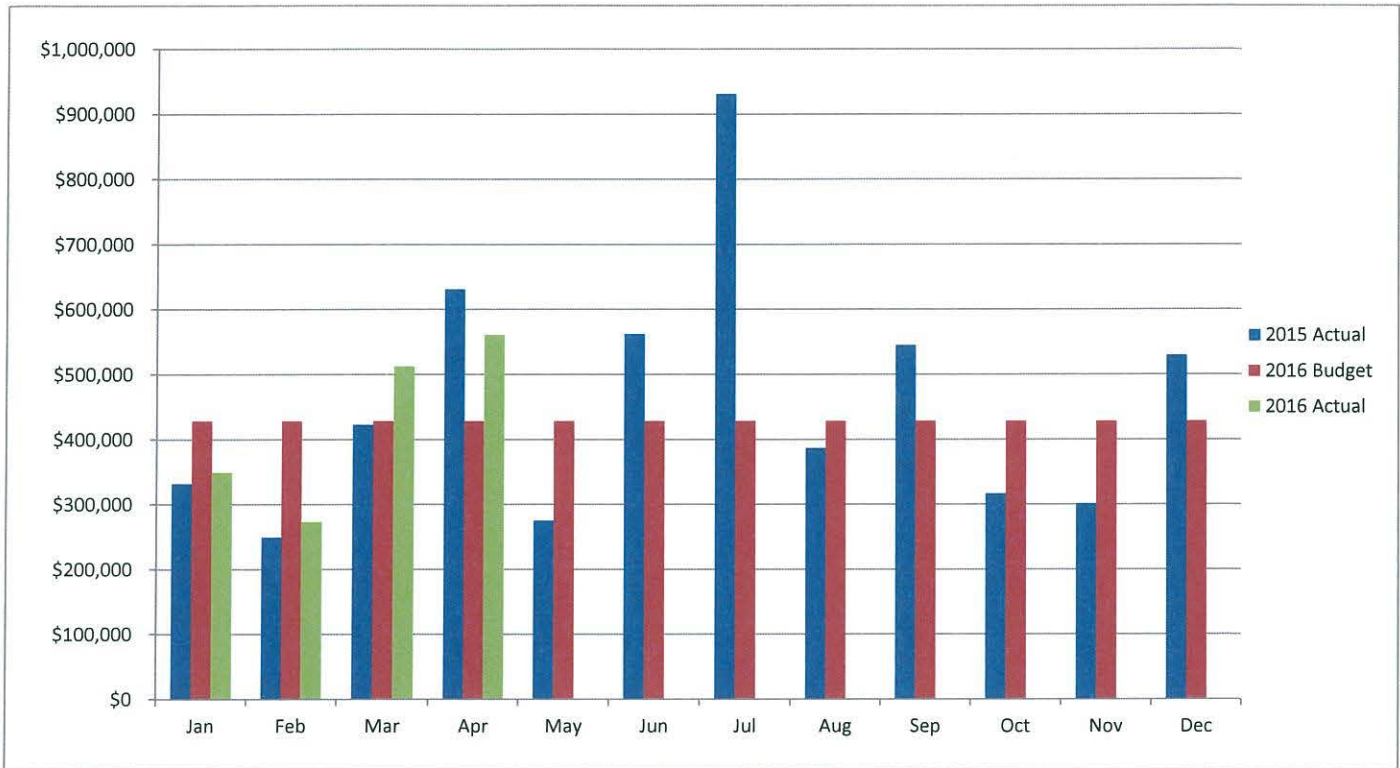
<u>Month Received (Liability Period)</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan (Nov)	\$ 690,471	\$ 705,833	\$ 691,093	\$ (14,740)
Feb (Dec)	703,305	705,833	677,101	\$ (43,473)
Mar (Jan)	759,870	705,833	762,823	\$ 13,517
Apr (Feb)	625,945	705,833	587,241	\$ (105,075)
May (Mar)	636,692	705,833		
Jun (Apr)	696,765	705,833		
Jul (May)	660,897	705,833		
Aug (Jun)	689,914	705,833		
Sep (Jul)	739,532	705,833		
Oct (Aug)	681,218	705,833		
Nov (Sep)	675,132	705,833		
Dec (Oct)	685,641	705,833		
YTD Totals	\$ 8,245,379	\$ 8,470,000	\$ 2,718,258	

Local Use Tax



Month Received (Liability Period)	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	Cumulative Variance 2016 Actual vs. Budget
Jan (Nov)	\$ 93,103	\$ 83,333	\$ 201,408	\$ 118,075
Feb (Dec)	88,514	83,333	99,592	\$ 134,333
Mar (Jan)	134,166	83,333	142,417	\$ 193,417
Apr (Feb)	47,468	83,333	87,500	\$ 197,584
May (Mar)	92,649	83,333		
Jun (Apr)	97,684	83,333		
Jul (May)	95,885	83,333		
Aug (Jun)	91,333	83,333		
Sep (Jul)	-	83,333		
Oct (Aug)	-	83,333		
Nov (Sep)	95,513	83,333		
Dec (Oct)	190,295	83,333		
YTD Totals	<u>\$ 1,026,607</u>	<u>\$ 1,000,000</u>	<u>\$ 530,917</u>	

Income Tax

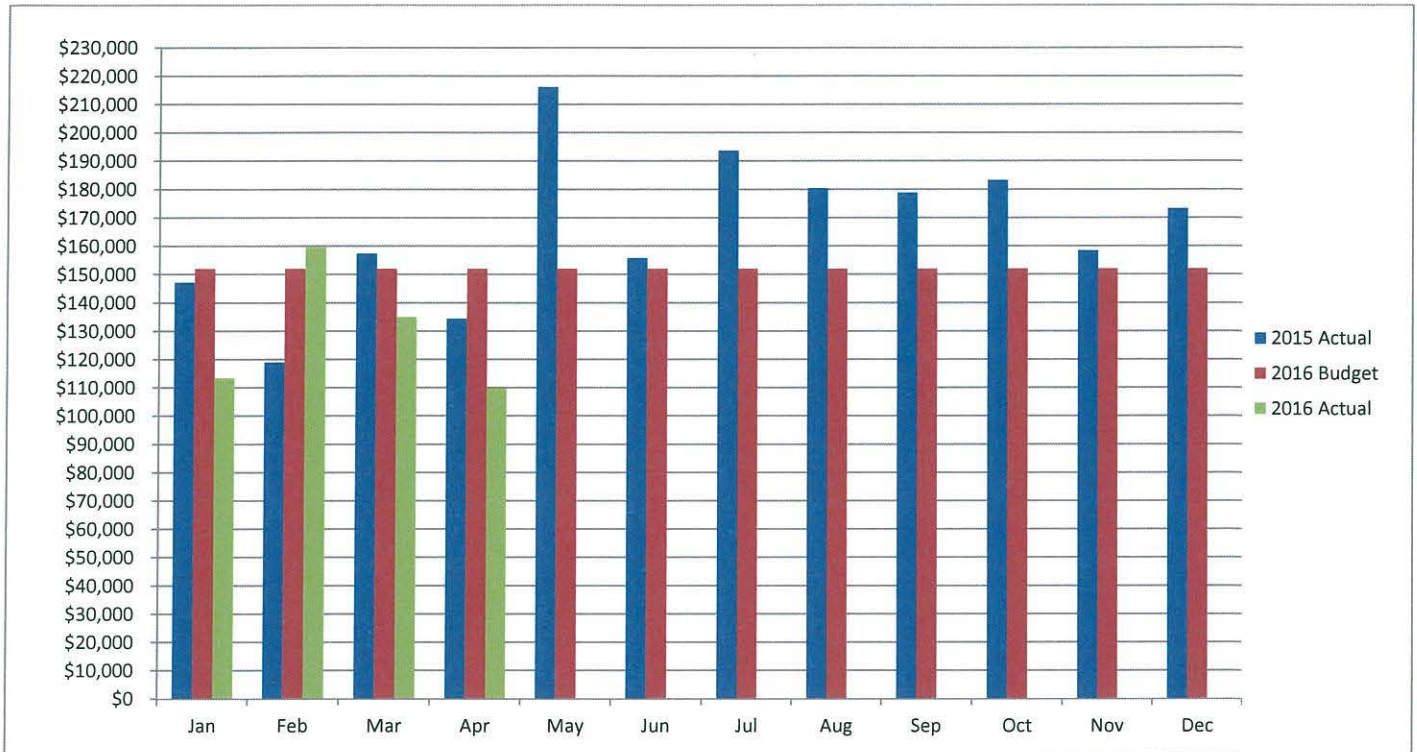


2014-2015		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2015 Actual</u>
Jan	Oct-14	\$ 331,813
Feb	Nov-14	249,502
Mar	Dec-14	422,739
Apr	Jan-15	630,730
May	Feb-15	275,154
Jun	Mar-15	562,284
Jul	Apr-15	930,248
Aug	May-15	386,317
Sep	Jun-15	545,070
Oct	Jul-15	316,314
Nov	Aug-15	301,271
Dec	Sep-15	529,497
YTD Totals		<u><u>\$ 5,480,938</u></u>

2015-2016			
Month			
<u>Received</u>	<u>2016 Budget</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	\$ 428,133	Oct-15	\$ 349,128
Feb	428,133	Nov-15	273,041
Mar	428,133	Dec-15	512,305
Apr	428,133	Jan-16	560,622
May	428,133	Feb-16	-
Jun	428,133	Mar-16	-
Jul	428,133	Apr-16	-
Aug	428,133	May-16	-
Sep	428,133	Jun-16	-
Oct	428,133	Jul-16	-
Nov	428,133	Aug-16	-
Dec	428,133	Sep-16	-
	<u><u>\$ 5,137,600</u></u>		<u><u>\$ 1,695,097</u></u>

Cumulative Variance 2016 Actual vs. Budget
\$ (79,005)
\$ (234,097)
\$ (149,925)
\$ (17,436)

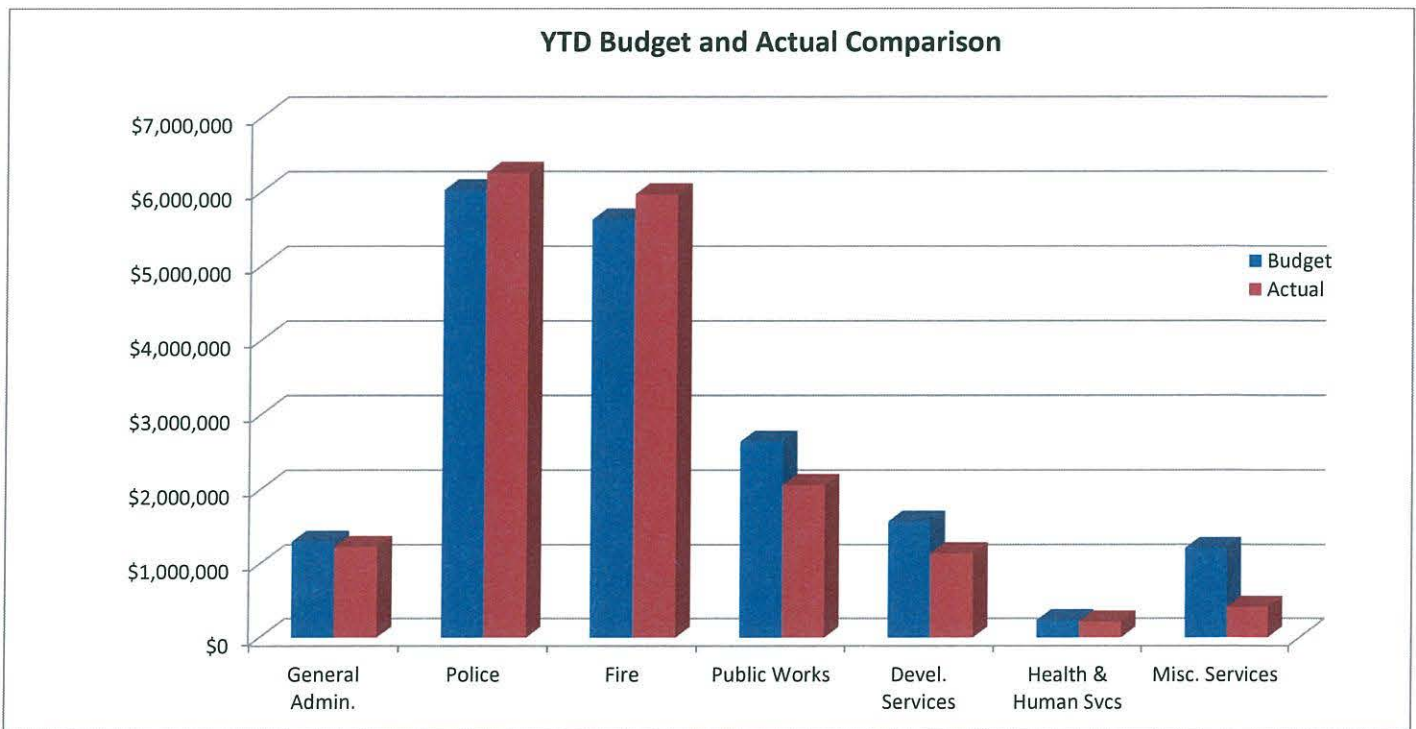
Fines



<u>Month Received</u>	<u>2015 Actual</u>	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>Cumulative Variance 2016 Actual vs. Budget</u>
Jan	\$ 147,164	\$ 151,917	\$ 113,441	\$ (38,476)
Feb	119,030	151,917	159,572	\$ (30,820)
Mar	157,442	151,917	135,006	\$ (47,731)
Apr	134,391	151,917	109,782	\$ (89,866)
May	216,003	151,917		
Jun	155,813	151,917		
Jul	193,717	151,917		
Aug	180,388	151,917		
Sep	178,846	151,917		
Oct	183,246	151,917		
Nov	158,462	151,917		
Dec	173,279	151,917		
YTD Totals	<u>\$ 1,997,781</u>	<u>\$ 1,823,000</u>	<u>\$ 517,801</u>	

Expenditures: General Fund expenditures in April were \$190,690 below the budgeted figure of \$4,661,515. The summary of year-to-date actuals versus budgeted expenditures shown reflect mostly positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 122,663	\$ 98,108	20.0%
Administration	235,017	241,322	-2.7%
Legal	180,067	153,378	14.8%
Finance	383,300	364,737	4.8%
Village Clerk	66,340	63,388	4.4%
HRM	181,647	183,051	-0.8%
Communications	75,233	74,957	0.4%
Cable TV	55,687	48,996	12.0%
Police	6,009,707	6,238,701	-3.8%
Fire	5,615,867	5,953,084	-6.0%
Public Works	2,641,647	2,058,701	22.1%
Development Services	1,570,367	1,139,254	27.5%
H&HS	236,473	216,905	8.3%
Miscellaneous	1,209,232	414,407	65.7%
TOTAL	\$ 18,583,246	\$ 17,248,990	7.2%



Department News

During the month of April, the following training sessions were attended by Finance staff:

- Attended the IGFOA Internal Control seminar. Topics covered included assessing internal control weaknesses and putting procedures in place to mitigate the risk of fraud or errors (Finance Director & Accounting Assistant).
- Attended the IGFOA 1st Thursday Webinar entitled "IT Essentials". The subject matter had to do with PCI compliance (acceptance of credit cards). (Finance Director).

Also during the month, Finance staff participated in the following events and planning meetings:

- Financial audit fieldwork was conducted and completed for FY2015.
- Participated in an optimization workshop with SunGard (our financial software) and the HRM Department and Information Systems Department to assess how we are currently using the system for Personnel/Payroll and if we could be using it more to make tasks more efficient (Finance Director, Asst. Finance Director, Payroll Coordinator).
- Attended the quarterly Fire Pension Board meeting (Finance Director).
- Attended the quarterly Police Pension Board meeting (Finance Director).
- Attended the 4th of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended multiple IGFOA Professional Education Committee planning meetings for the upcoming Payroll Seminar and Annual Conference, as well as general planning (Finance Director).

Finally, during April, the Finance Director was asked by the Illinois CPA Society to speak on a panel for a session at their annual Government Conference. The topic was "HR Staffing and Succession Planning Strategies: How to Attract and Retain Staff" and the panel consisted of Ms. Musiala along with the Finance Director from the City of Rolling Meadows and the HR Manager from IMRF. The session was presented twice during the month, once in Springfield and once in Rosemont.

Respectfully Submitted,



Rachel Musiala
Director of Finance

MONTHLY REPORT STATISTICS

April-16

	Apr-16	YTD Apr-16	Apr-15	YTD Apr-15	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	723	2,543	819	2,503	-11.7%	1.6%
Amount	\$ 116,814	350,388	\$ 121,828	347,162	-4.1%	0.9%
Internet Sales						
Number	2,229	8,501	2,028	8,031	9.9%	5.9%
Amount	\$ 215,768	861,814	\$ 168,298	658,163	28.2%	30.9%
Total						
Number	2,952	11,044	2,847	10,534	3.7%	4.8%
Amount	\$ 332,582	1,212,203	\$ 290,126	1,005,325	14.6%	20.6%
Credit Card Company Fees						
General Fund	\$ 1,882	5,800	\$ 2,041	6,261	-7.8%	-7.4%
Municipal Waste Fund	4	4	5	5	-26.6%	-17.2%
Water Fund	7,078	29,190	3,472	13,591	103.9%	114.8%
Total Fees	\$ 8,964	\$ 34,994	\$ 5,518	\$ 19,858	62.5%	76.2%
Accounts Receivable						
Invoices Mailed						
Number	51	312	50	325	2.0%	-4.0%
Amount	\$ 267,866	916,940	\$ 66,465	782,321	303.0%	17.2%
Invoices Paid						
Number	48	295	117	316	-59.0%	-6.6%
Amount	\$ 125,659	746,982	\$ 95,115	819,974	32.1%	-8.9%
Reminders Sent						
Number	6	6	50	68	-88.0%	-91.2%
Amount	\$ 35,066	35,066	\$ 13,525	23,089	159.3%	51.9%
Accounts Payable						
Checks Issued						
Number	295	1,360	416	1,452	-29.1%	-6.3%
Amount	\$ 1,253,443	15,161,899	\$ 1,254,050	17,143,668	0.0%	-11.6%
Manual Checks Issued						
Number	29	145	50	173	-42.0%	-16.2%
As % of Total Checks	9.83%	10.66%	12.02%	11.91%	-18.2%	-10.5%
Amount	\$ 26,740	10,145,663	\$ 232,073	10,206,781	-88.5%	-0.6%
As % of Total Checks	2.13%	66.92%	18.51%	59.54%	-88.5%	12.4%
Utility Billing						
New Utility Accounts	174	516	162	433	7.4%	19.2%
Bills Mailed / Active Accounts	15,507	62,030	15,465	61,884	0.3%	0.2%
Final Bills Mailed	174	516	162	433	7.4%	19.2%
Shut-Off Notices	1,115	5,672	1,222	5,691	-8.8%	-0.3%
Actual Shut-Offs	97	339	94	363	3.2%	-6.6%
Total Billings	\$ 1,589,803	6,341,665	\$ 1,530,708	5,478,145	3.9%	15.8%
Direct Debit (ACH) Program						
New Accounts	61	206	142	203	-57.0%	1.5%
Closed Accounts	64	209	136	173	-52.9%	20.8%
Total Accounts	2,668	10,685	2,338	9,319	14.1%	14.7%
As % of Active Accounts	17.21%	17.23%	15.12%	15.06%	2.1%	14.4%
Water Payments Received in Current Month						
Total Bills Mailed	15,507	62,030	15,465	61,884	0.3%	0.2%
ACH Payments	2,668	10,683	2,338	9,319	14.1%	14.6%
ACH Payments-% of Total Bills	17.21%	17.22%	15.12%	15.06%	13.8%	14.4%
On-line Payments (Internet Sales)	2,036	8,098	1,782	7,251	14.3%	11.7%
On-line Payments-% of Total Bills	13.13%	13.05%	11.52%	11.72%	13.9%	11.4%
Mail-in Payments	12,482	50,057	12,067	48,349	3.4%	3.5%
Mail-in Payments-% of Total Bills	80.49%	80.70%	78.03%	78.13%	3.2%	3.3%

WATER BILLING ANALYSIS
April 2016

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
April	4,736	4,485	4,327
May	4,502	4,283	4,601
June	5,567	4,283	4,434
July	4,832	5,138	4,597
August	5,801	4,873	5,376
September	6,270	5,497	5,073
October	4,655	4,595	4,643
November	4,706	4,818	4,590
December	4,636	3,978	4,036
January	5,047	5,288	4,916
February	4,137	4,347	4,175
March	4,293	4,126	4,169
April	4,485	4,327	4,276
13 Month Average -	4,897	4,618	4,555
% Change -	-11.2%	-5.7%	-1.4%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>		<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>
Residential	14,559	14,597	0.3%	Residential	\$ 48.28	\$ 50.67	4.9%
Commercial	906	910	0.4%				
Total	15,465	15,507	0.3%				

Total Consumption - All Customers (000,000's)

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>		<u>Apr-15</u>	<u>Apr-16</u>	<u>% Change</u>
Residential	63	62	-1.6%	Residential	263	256	-2.7%
Commercial	43	42	-2.3%	Commercial	171	160	-6.4%
	106	104	-1.9%		434	416	-4.1%

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		8,770,026.90			0.012
Illinois Funds - Veterans Memorial	05/01/92		294.51			0.012
IMET Convenience Fund	10/20/05		2,701.37			0.430
HE Community Bank-MaxSafe	07/13/04		763,960.84			0.100
Virginia Heritage Bank	11/07/08		4,958,634.36			0.100
CD with PMA	08/22/13		<u>1,585,198.26</u>	1,584,161.86	1,601,401.38	0.375
			16,080,816.24			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		257,700.03			0.012
Virginia Heritage Bank	11/07/08		650.57			0.100
CD with PMA	08/22/13		<u>90,842.80</u>	90,769.00	91,756.79	0.375
			349,193.40			
<u>EDA Administration</u>						
Illinois Funds	01/02/91		35,694.29			0.012
Virginia Heritage Bank	11/07/08		<u>376,729.64</u>			0.100
			412,423.93			
<u>E-911</u>						
Illinois Funds	07/01/00		11,708.70			0.012
Virginia Heritage Bank	11/07/08		<u>52,484.86</u>			0.100
			64,193.56			
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,493.70			0.012
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		52,796.01			0.012
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		57,835.22			0.012
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		4,916.30			0.012
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		292,252.40			0.012
<u>2009 G.O. Debt Serv.</u>						
Illinois Funds	04/01/09		18,855.71			0.012
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		14,054.47			0.012
Virginia Heritage Bank	11/07/08		<u>233,519.43</u>			0.100
			247,573.90			

STATEMENT OF INVESTMENTS-VILLAGE As of April 30, 2016
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Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		10,555.68			0.012
CD with PMA	08/22/13		87,301.80	87,407.19	88,358.39	0.375
Virginia Heritage Bank	02/10/11		236,366.25		-	0.100
			334,223.73			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		36,181.06			0.012
CD with PMA	08/22/13		773,772.24	773,590.95	782,009.49	
Virginia Heritage Bank	01/07/09		1,764,550.18			0.100
			2,574,503.48			
<u>Traffic Improvement</u>						
Illinois Funds	03/24/89		13,607.93			0.012
Virginia Heritage Bank	01/07/09		285,048.84			0.012
			298,656.77			
<u>EDA Series 1991 Project</u>						
Illinois Funds	08/22/91		1,159,545.37			0.012
Virginia Heritage Bank	02/10/11		1,133,607.91		-	-
			2,293,153.28			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		667,859.66			
Virginia Heritage Bank			329,555.17			0.430
			997,414.83			
<u>Western Area Traffic Improvement</u>						
Illinois Funds	11/01/92		12,299.08			0.012
Virginia Heritage Bank	01/07/09		128,955.90			0.100
			141,254.98			
<u>Western Area Rd Impr Impact Fees</u>						
Illinois Funds	08/01/98		13,962.66			0.012
Virginia Heritage Bank	01/07/09		133,305.28			0.100
			147,267.94			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		302.69			0.012
Virginia Heritage Bank	01/07/09		54,357.64		-	0.100
			54,660.33			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		9,189.44			0.012
Virginia Heritage Bank	01/07/09		257,068.27			0.100
			266,257.71			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,108.99			0.012
HE Community Bank-MaxSafe	07/13/04		383,023.13			0.100
Virginia Heritage Bank	11/07/08		250,719.29			0.100
CD with PMA	08/22/13		464,324.56	464,303.98	469,356.73	0.375
			1,101,175.97			
<u>2015 Capital Project</u>						
Citibank Savings Deposit Account	08/12/15		758.03			-
CD with PMA	08/12/15		54,774.71	2,988,806.08	2,989,881.77	
			55,532.74			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		7,806.93			0.012
Virginia Heritage Bank	11/07/08		129,102.33			0.100
			136,909.26			
<u>Water and Sewer-Capital Projects</u>						
Virginia Heritage Bank	03/20/08		-			0.012
<u>Water and Sewer-2015 Bond Projects</u>						
Citibank Savings Deposit Account	08/12/15		11,961.69			0.100
CD with PMA	08/12/15		4,388,346.96	0.00	0.00	
			4,400,308.65			
<u>Stormwater</u>						
CD with PMA	08/12/15		36,599.02			
Citibank Savings Deposit Account	08/12/15		467,301.18			0.100
			503,900.20			
<u>Insurance</u>						
Illinois Funds	11/10/87		353,126.69			0.012
Virginia Heritage Bank	11/07/08		1,185,385.53			0.100
CD with PMA	08/22/13		642,943.35	642,853.71	649,849.51	0.375
			2,181,455.57			
<u>Information Systems</u>						
Illinois Funds	02/01/98		173,533.73			0.012
Virginia Heritage Bank	11/07/08		712,519.96			
			886,053.69			
<u>EDA Special Tax Alloc.</u>						
Illinois Funds	05/15/92		0.00			0.012
Virginia Heritage Bank	11/07/08		8,675,543.45			
			8,675,543.45			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2016

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,144.25			0.012
CD with PMA	08/22/13		92,218.90	92,263.14	93,267.19	0.375
Virginia Heritage Bank	11/07/08		47,153.34			0.100
			146,516.49			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		450,698.79			0.012
Total Investments			\$ 43,230,838.23			
Total Invested Per Institution				<u>Percent Invested</u>		
Illinois Funds			12,439,551.19	28.77		
IMET Convenience Fund			2,701.37	0.01		
CD with PMA			8,216,322.60	19.01		
HE Community Bank-MaxSafe			1,146,983.97	2.65		
Bank of New York Money Market			0.00	-		
Virginia Heritage Bank/Citibank with PMA			21,425,279.10	49.56		
			\$43,230,838.23	100.00		
Total Invested Per Institution Excluding all Trust and EDA Funds				<u>Percent Invested</u>		
Illinois Funds			10,793,612.74	34.38		
IMET			2,701.37	0.01		
HE Community Bank-MaxSafe			1,146,983.97	3.65		
CD with PMA			8,216,322.60	26.17		
Virginia Heritage Bank/Citibank with PMA			11,239,398.10	35.80		
			\$31,399,018.78	100.00		
Total Invested Per Fund						
Total Investments - Operating Funds				\$20,377,603.37		
Total Investments - Debt Service Funds				\$311,108.11		
Total Investments - Trust Funds				\$9,126,242.24		
Total Investments - Capital Projects Funds				\$13,415,884.51		
Total Investments - All Funds				\$43,230,838.23		

OPERATING REPORT SUMMARY

REVENUES

April 30, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	1,362,876	23,952	5,451,503	11,103,177	16,354,510	67.9%	
Hotel Tax	118,750	101,748	475,000	363,555	1,425,000	25.5%	
Real Estate Transfer Tax	66,667	57,748	266,667	171,673	800,000	21.5%	
Home Rule Sales Tax	331,500	281,321	1,326,000	1,340,549	3,978,000	33.7%	
Telecommunications Tax	161,667	156,336	646,667	794,775	1,940,000	41.0%	
Property Tax - Fire	234,667	5,974	938,667	1,349,081	2,816,000	47.9%	
Property Tax - Police	264,570	5,731	1,058,280	1,388,382	3,174,840	43.7%	
Other Taxes	12,500	-	50,000	4,231	150,000	2.8%	
Total Taxes	2,553,196	632,810	10,212,783	16,515,423	30,638,350	53.9%	
Business Licenses	23,333	167,420	93,333	200,374	280,000	71.6%	
Liquor Licenses	20,000	211,798	80,000	222,504	240,000	92.7%	
Building Permits	50,000	51,338	200,000	217,775	600,000	36.3%	
Other Licenses & Permits	1,750	556	7,000	3,328	21,000	15.8%	
Total Licenses & Permits	95,083	431,111	380,333	643,980	1,141,000	56.4%	
Sales Tax	705,833	587,241	2,823,333	2,718,258	8,470,000	32.1%	
Local Use Tax	83,333	87,500	333,333	530,916	1,000,000	53.1%	
State Income Tax	428,133	560,622	1,712,533	1,695,097	5,137,600	33.0%	
Replacement Tax	23,067	55,797	92,267	111,797	276,800	40.4%	
Other Intergovernmental	35,290	796	141,160	194,221	423,480	45.9%	
Total Intergovernmental	1,275,657	1,291,955	5,102,627	5,250,289	15,307,880	34.3%	
Engineering Fees	5,208	44,249	20,833	76,323	62,500	122.1%	
Ambulance Fees	100,000	101,393	400,000	398,921	1,200,000	33.2%	
Police Hireback	33,333	52,959	133,333	197,401	400,000	49.4%	
Lease Payments	71,667	66,672	286,667	268,503	860,000	31.2%	
Cable TV Fees	67,167	-	268,667	215,995	806,000	26.8%	
4th of July Proceeds	4,675	4,675	11,550	11,550	135,860	8.5%	
Employee Payments	90,667	76,753	362,667	370,366	1,088,000	34.0%	
Hireback - Arena	13,333	7,386	53,333	31,057	160,000	19.4%	
Rental Inspection Fees	23,333	16,350	93,333	292,094	280,000	104.3%	
Other Charges for Services	77,167	71,563	308,667	298,521	926,000	32.2%	
Total Charges for Services	486,550	441,999	1,939,050	2,160,729	5,918,360	36.5%	
Court Fines-County	18,333	19,015	73,333	66,508	220,000	30.2%	
Ticket Fines-Village	54,167	35,254	216,667	148,678	650,000	22.9%	
Overweight Truck Fines	250	740	1,000	2,410	3,000	80.3%	
Red Light Camera Revenue	66,667	53,950	266,667	292,630	800,000	36.6%	
Local Debt Recovery	12,500	823	50,000	7,576	150,000	5.1%	
Total Fines & Forfeits	139,417	109,782	557,667	517,801	1,823,000	28.4%	
Total Investment Earnings	2,500	4,945	10,000	14,518	30,000	48.4%	
Reimburse/Recoveries	8,333	57,681	33,333	68,509	100,000	68.5%	
S.Barrington Fuel Reimbursement	2,500	1,905	10,000	8,939	30,000	29.8%	
Tollway Payments	1,854	5,000	7,417	13,100	22,250	58.9%	
Benefit Fund	8,333	41,666	33,333	166,664	100,000	166.7%	
Other Miscellaneous	12,409	6,478	49,637	73,102	148,910	49.1%	
Total Miscellaneous	33,430	112,730	133,720	330,313	401,160	82.3%	
Total General Fund	4,585,834	3,025,332	18,336,183	25,433,054	55,259,750	46.0%	33.3%

**OPERATING REPORT SUMMARY
REVENUES**

April 30, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,418,475	1,291,726	5,673,900	5,191,709	17,021,700	30.5%	
Connection Fees	167	4,142	667	26,763	2,000	1338.1%	
Cross Connection Fees	3,104	3,196	12,417	12,800	37,250	34.4%	
Penalties	5,000	7,682	20,000	32,376	60,000	54.0%	
Investment Earnings	5	1,855	20	8,183	60	13638.8%	
Other Revenue Sources	31,518	39,450	126,070	205,154	378,210	54.2%	
Bond Proceeds	-	-	-	-	849,130	0.0%	
Total Water Fund	1,458,268	1,348,051	5,833,073	5,476,983	18,348,350	29.9%	33.3%
Motor Fuel Tax Fund	102,208	98,254	408,833	443,055	1,226,500	36.1%	
Community Dev. Block Grant Fund	30,333	-	121,333	-	364,000	0.0%	
EDA Administration Fund	125	70	500	309	1,500	0.0%	
E-911 Surcharge	-	11	-	3,475	-	0.0%	
Asset Seizure Fund	29,779	25,124	119,117	86,555	357,350	24.2%	
Municipal Waste System Fund	243,899	237,584	975,597	980,202	2,926,790	33.5%	
Sears Centre Operating Fund	269,861	186,791	1,079,443	727,906	3,238,330	22.5%	
Sears Centre Activity Fund	206,656	300,076	826,623	1,284,437	2,479,870	51.8%	
Stormwater Management	43,008	41,679	172,033	171,139	516,100	33.2%	
Insurance Fund	120,338	122,885	481,353	491,527	1,444,060	34.0%	
Roselle Road TIF	-	143	-	3,788	-	0.0%	
Higgins/Hassell TIF	-	-	-	1,087	-	0.0%	
Information Systems	114,067	116,551	456,267	455,150	1,368,800	33.3%	
Total Spec Rev. & Int. Svc. Fund	1,160,275	1,129,167	4,641,100	4,648,629	13,923,300	33.4%	
TOTAL OPERATING FUNDS	7,204,377	5,502,550	28,810,356	35,558,666	87,531,400	40.6%	33.3%
2015A & C G.O. Debt Service	70	70	242	242	2,783,170	0.0%	
2015B G.O. Debt Service	10,066	-	40,263	-	120,790	0.0%	
2008 G.O.D.S. Fund	83,266	-	333,063	-	999,190	0.0%	
2009 G.O.D.S. Fund	215,882	78,306	863,527	1,122,561	2,590,580	43.3%	
TOTAL DEBT SERV. FUNDS	309,283	78,376	1,237,095	1,122,803	6,493,730	17.3%	33.3%
Central Rd. Corridor Fund	58	42	233	167	700	23.9%	
Hoffman Blvd Bridge Maintenance	67	156	267	551	800	68.9%	
Western Corridor Fund	667	1,315	2,667	4,619	8,000	57.7%	
Traffic Improvement Fund	-	50	-	201	-	0.0%	
EDA Series 1991 Project	125	464	500	1,804	1,500	120.3%	
Central Area Rd. Impr. Imp. Fee	-	284	-	284	-	0.0%	
Western Area Traffic Impr.	17	24	67	96	200	48.0%	
Western Area Traffic Impr. Impact Fee	8	25	33	100	100	0.0%	
Capital Improvements Fund	190,800	204,267	763,200	833,667	2,289,600	36.4%	
Capital Vehicle & Equipment Fund	75,073	75,117	300,290	300,424	900,870	33.3%	
Capital Replacement Fund	250	683	1,000	2,345	3,000	78.2%	
2015 Project Fund	50	0	200	128	600	21.3%	
Road Improvement Fund	522,073	592,879	2,088,290	2,415,304	6,264,870	38.6%	
TOTAL CAP. PROJECT FUNDS	789,187	875,307	3,156,747	3,559,690	9,470,240	37.6%	33.3%
Police Pension Fund	446,012	103,804	1,784,047	1,692,421	5,352,140	31.6%	
Fire Pension Fund	414,021	164,361	1,656,083	1,715,934	4,968,250	34.5%	
TOTAL TRUST FUNDS	860,033	268,166	3,440,130	3,408,356	10,320,390	33.0%	33.3%
TOTAL ALL FUNDS	9,162,879	6,724,399	36,644,328	43,649,515	113,815,760	38.4%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 2016

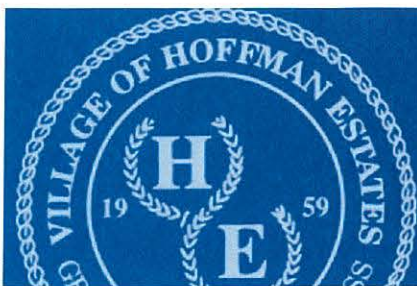
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,666	28,229	122,663	98,108	367,990	26.7%	
Administration	58,754	75,342	235,017	241,322	705,050	34.2%	
Legal	45,017	55,017	180,067	153,378	540,200	28.4%	
Finance	95,825	123,892	383,300	364,737	1,149,900	31.7%	
Village Clerk	16,585	20,358	66,340	63,388	199,020	31.9%	
Human Resource Mgmt.	45,412	60,373	181,647	183,051	544,940	33.6%	
Communications	18,808	17,471	75,233	74,957	225,700	33.2%	
Cable TV	13,922	16,143	55,687	48,996	167,060	29.3%	
Total General Admin.	324,988	396,824	1,299,953	1,227,937	3,899,860	31.5%	33.3%
Police Department							
Administration	110,319	119,287	441,277	455,805	1,323,830	34.4%	
Juvenile Investigations	44,628	43,690	178,510	189,617	535,530	35.4%	
Tactical	64,278	55,542	257,110	251,742	771,330	32.6%	
Patrol and Response	845,162	840,930	3,380,647	3,596,817	10,141,940	35.5%	
Traffic	140,996	130,256	563,983	553,423	1,691,950	32.7%	
Investigations	108,920	111,693	435,680	450,293	1,307,040	34.5%	
Community Relations	1,204	301	4,817	1,294	14,450	9.0%	
Communications	63,569	61,444	254,277	262,436	762,830	34.4%	
Canine	14,252	14,797	57,007	59,761	171,020	34.9%	
Special Services	15,243	15,757	60,970	56,980	182,910	31.2%	
Records	25,418	31,719	101,670	97,800	305,010	32.1%	
Administrative Services	61,084	80,080	244,337	246,877	733,010	33.7%	
Emergency Operations	7,356	5,326	29,423	15,857	88,270	18.0%	
Total Police	1,502,427	1,510,820	6,009,707	6,238,701	18,029,120	34.6%	33.3%
Fire Department							
Administration	64,254	66,718	257,017	258,760	771,050	33.6%	
Public Education	3,112	2,399	12,447	10,469	37,340	28.0%	
Suppression	684,778	699,897	2,739,113	2,906,418	8,217,340	35.4%	
Emer. Med. Serv.	603,348	628,799	2,413,390	2,628,946	7,240,170	36.3%	
Prevention	46,117	83,517	184,467	137,930	553,400	24.9%	
Fire Stations	2,358	5,701	9,433	10,560	28,300	37.3%	
Total Fire	1,403,967	1,487,031	5,615,867	5,953,084	16,847,600	35.3%	33.3%
Public Works Department							
Administration	23,795	24,486	95,180	88,037	285,540	30.8%	
Snow/Ice Control	152,333	100,680	609,330	738,936	1,827,990	40.4%	
Pavement Maintenance	33,558	41,855	134,230	128,902	402,690	32.0%	
Forestry	147,293	87,413	589,173	257,768	1,767,520	14.6%	
Facilities	90,512	85,529	362,047	284,400	1,086,140	26.2%	
Fleet Services	111,348	71,643	445,393	274,966	1,336,180	20.6%	
F.A.S.T.	26,173	13,694	104,693	44,216	314,080	14.1%	
Storm Sewers	17,882	14,837	71,527	46,090	214,580	21.5%	
Traffic Control	57,518	63,224	230,073	195,387	690,220	28.3%	
Total Public Works	660,412	503,361	2,641,647	2,058,701	7,924,940	26.0%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Development Services							
Administration	32,369	37,515	129,477	114,867	388,430	29.6%	
Planning	42,929	60,554	171,717	187,098	515,150	36.3%	
Code Enforcement	101,626	122,212	406,503	383,353	1,219,510	31.4%	
Transportation & Engineering	103,770	116,214	415,080	361,473	1,245,240	29.0%	
Economic Development	111,898	33,429	447,590	92,464	1,342,770	6.9%	
Total Development Services	392,592	369,925	1,570,367	1,139,254	4,711,100	24.2%	33.3%
Health & Human Services	59,118	71,228	236,473	216,905	709,420	30.6%	33.3%
Miscellaneous							
4th of July	21,191	21,191	21,949	21,949	167,950	13.1%	
Police & Fire Comm.	9,191	-	36,763	-	110,290	0.0%	
Misc. Boards & Comm.	16,568	24,717	66,273	60,582	198,820	30.5%	
Misc. Public Improvements	271,062	85,728	1,084,247	331,876	3,252,740	10.2%	
Total Miscellaneous	318,012	131,636	1,209,232	414,407	3,729,800	11.1%	33.3%
Total General Fund	4,661,515	4,470,825	18,583,246	17,248,990	55,851,840	30.9%	33.3%
Water & Sewer Fund							
Water Department	1,128,758	1,083,457	4,515,030	4,007,317	13,545,090	29.6%	
Sewer Department	180,341	228,269	721,363	662,196	2,164,090	30.6%	
Billing Division	55,613	63,044	222,453	227,562	667,360	34.1%	
Debt Service Division	-	-	-	-	537,690	0.0%	
Capital Projects Division	-	-	-	-	1,596,480	0.0%	
2015 Bond Capital Projects	-	110,335	-	110,335	2,403,750	4.6%	
Total Water & Sewer	1,364,712	1,485,105	5,458,847	5,007,409	20,914,460	23.9%	33.3%
Motor Fuel Tax	98,925	98,925	409,936	409,936	1,261,000	32.5%	
Community Dev. Block Grant Fund	-	-	-	-	364,000	0.0%	
EDA Administration Fund	29,299	37,875	117,197	118,509	351,590	33.7%	
Asset Seizure Fund	31,496	25,112	125,983	86,512	377,950	22.9%	
Municipal Waste System	241,734	239,904	966,937	965,486	2,900,810	33.3%	
Sears Centre Operating Fund	280,233	27	1,120,933	94	3,362,800	0.0%	
Sears Centre Activity Fund	206,656	358,268	826,623	1,355,534	2,479,870	54.7%	
Stormwater Management	14,319	95,995	57,277	98,624	171,830	57.4%	
Insurance	124,380	63,652	497,520	742,236	1,492,560	49.7%	
Information Systems	139,067	182,652	556,267	436,290	1,668,800	26.1%	
Roselle Road TIF	1,064	177,543	4,257	189,131	12,770	1481.1%	
Higgins/Hassell TIF	293	-	1,173	-	3,520	0.0%	
TOTAL OPERATING FUNDS	7,193,693	7,235,883	28,726,195	26,658,751	91,213,800	29.2%	33.3%
2015A G.O. Debt Service	-	-	-	-	3,753,280	0.0%	
2015 G.O. Debt Service	-	-	-	-	120,790	0.0%	
2008 G.O.D.S. Fund	83,308	-	333,230	-	999,690	0.0%	
2009 G.O.D.S. Fund	226,516	-	906,063	-	2,718,190	0.0%	
TOTAL DEBT SERV. FUNDS	309,823	-	1,239,293	-	7,591,950	0.0%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 2016

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Hoffman Blvd Bridge Maintenance	8,333	-	33,333	-	100,000	0.0%	
EDA Series 1991 Project	157,154	102,988	628,617	411,952	1,885,850	21.8%	
Western Area Rd Improve Imp. Fee	-	-	-	223	-	0.0%	
Capital Improvements Fund	188,806	120,389	755,223	484,612	2,265,670	21.4%	
Capital Vehicle & Equipment Fund	75,073	15,657	300,290	62,678	900,870	7.0%	
Capital Replacement Fund	9,602	-	38,407	-	115,220	0.0%	
2015 Project Fund	100,000	-	400,000	-	1,200,000	0.0%	
Road Improvement Fund	549,556	156,231	2,198,223	328,101	6,594,670	5.0%	
TOTAL CAP. PROJECT FUNDS	1,088,523	395,265	4,354,093	1,287,566	13,062,280	9.9%	33.3%
Police Pension Fund	384,148	391,098	1,536,593	1,582,762	4,609,780	34.3%	
Fire Pension Fund	351,619	336,591	1,406,477	1,324,372	4,219,430	31.4%	
TOTAL TRUST FUNDS	735,768	727,689	2,943,070	2,907,134	8,829,210	32.9%	33.3%
TOTAL ALL FUNDS	9,327,807	8,358,837	37,262,652	30,853,451	120,697,240	25.6%	33.3%



Village of Hoffman Estates **Information Systems** Department

2016 APRIL MONTHLY REPORT

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SPS/GovQA Monthly Review

FP Optimization

- Completed the Hire-to-Retire workshop on April 1st, with participants from the HR and Finance Department, as well as IS staff. The processes used in recruitment, hiring, class changes, payroll and benefits recording and reporting, software silos, and other issues causing backlogs of work were discussed and evaluating to determine efficiencies that could be achieved by changes in processes and software use. It was determined that we would work on implementing several improvements to the Payroll process. It was also decided to implement that Job Applicant Center software to streamline the Recruiting and Hiring process. The facilitator from SunGard will be providing the evaluation and planning documents for the Hire-to-Retire session of the Optimizations.
- Fred Besenhoffer and Cathy Errichiello met with Rachel Musiala and Anthony Fashoda regarding which items they would like to tackle first from the list of projects they had decided on. Discussed the strategy for going forward with each of the projects. Will connect with other FP users at the SUGA conference to find out any challenges they had with implementing those features we are going forward with and any tips they have for us.

FP 5.1/CP 9.1 Upgrade

- Notified during the second week of April that our SunGard Project Manager had taken a job with a different SunGard division and that we were being assigned to a new project manager, effective immediately. We will need to get that new project manager up to speed with our issues and our intentions with these upgrades, as well as any challenges we have identified.
- Began initial use in testing environment of the FP and CP databases. Identified several issues and reported them to SunGard for resolution. These issues are impacting the ability to do any substantive testing.

Business Licensing

- Entered new tax rates for the new license year for Das Bier Garden and created returns.
- Trained Finance staff in how to create a running balance to be applied to future Business Tax returns.
- Created and had SunGard Support run a SQL script to update data fields for RRL Inspection Letters.
- Corrected the payment that was applied to the wrong Subway location.
- Assisted the Clerk's Office with questions and issues they had during Business License printing.
- Ran the Penalty process for RRL licenses

Cognos

- Created an Employee Census Report for the Payroll Coordinator to use for annual reporting to the Department of Commerce.
- Developed a UB Consumption Report for specific months of the past four years and merged it with an Excel file of UB customers whose meters had been replaced in 2015. This data was requested by General Government staff for a project being worked on for Public Works.
- Cognos 10 Upgrade - Continued testing existing reports in new version of Cognos. So far, there haven't been any problems with our existing reports. We plan on going live during the month of May.

GovQA Requests

- Researched and developed a request type that could be used for submitted an application for a program, such as Garden Plots. The purpose was to determine if it is feasible to use the features available in GovQA to streamline the current process of phone-in applications to various programs. This request type has a very detailed set up involving documents and workflows, and it was proved to work in both the application process and the notification process.

Other Projects and End User Support

- Due to continued issues with combining disparate types of revenue codes on a single cash receipt, Cash Receipts entry, an email was to remind everyone entering cash receipts that the recommendation from SunGard is that any E-type revenue codes not be combined with non-E-type codes. Entering them separately allows for an EVOID or adjustment to be made for a particular receipt, when needed. Combining them prevents any adjustment at all, which is the problem that keeps recurring.
- Researched the feasibility of using UB for storing the Backflow information needed by Public Works, comparing it to what can be kept in the Checkmate program currently in use. Found that Checkmate is much more geared toward the needs of PW for notification and repair information. Did provide suggestions on how the current owner of record for a UB account can be access for entry into Checkmate.
- Notified that some of the Inspection Areas for parcels in Township 01 were misidentified as being in the South Inspection Area, when they really should be in the West Inspection Area. Extracted data for Development Services to evaluate, and once the misidentified parcels were noted, created a SQL script for SunGard to run to correct the 300 locations affected.
- Cathy Errichiello attended the SUGA Conference in April. Participated in over 20 Education Sessions, which reviewed processes in both CP and FP, and other sessions that reviewed future planning, changes in the organization, Cognos tips, and specific Cognos report writing training. One session detailed the acquisition of the TRAKiT Land Management Software and SunGard's plans to integrate that software with CommunityPLUS in the near future. She also had an opportunity to speak with our Executime rep and our SunGard CSE to review our plans for implementation and to address with them several questions that had come up. She was provided with a contact for a local Illinois municipality that is a PLUS customer and is finishing up their implementation of Executime.

Geographic Information System Monthly Review

- Issues with the Hoffnet General Map were resolved by republishing the map and updating Hoffnet map link.
- Provided a table of roads and addresses by subdivision for Sungard. Data was processed via “join” and resulting table was exported to excel.
- Corrected an error and published the updated information to the Police Map book.
- A. Monroe requested a Township map be made for public info and added to the Village’s GIS Portal. The Township Map was drafted & published. (GG)
- Data migration to the new server has created a variety of issues for PW, mostly due to the number of relationship classes amongst their data. It is requiring additional work so that it can once again be accessed & edited by field staff. S. Diatte has requested work regarding this matter and I foresee it continuing into next month. Thus far, we’ve created relationship classes for sanitary data, which required assistance from ESRI support to eliminate error codes (PW)
- Met with Pete Gugliotta, the Director of Planning, Building and Code to discuss PIN acquisition and the Sidwell tax map contract.
- Met with our GIS Consultant Colin Russell from BHA and to review his findings, discussing options for hosting cloud-based services & data, ArcGIS server administration, and ArcGIS Online templates. Colin agreed with presumptions that we could eliminate a number of software licenses that we currently maintain. Colin also agreed with presumptions that we could move away from maintaining our own parcel data, instead acquiring it at no cost from the county on an annual basis.
- Met with members of Development Services team to discuss current GIS use and needs. Will need to follow up on ArcGIS Online needs, referencing shapefiles in AutoCAD, and eventual ArcGIS desktop and/or online trainings.
- Sat in on the Eyes on the World ESRI Imagery webinar; learned about the beta version of Drone2Map for ArcGIS.
- Updated contact info for current software licenses and GIS groups
- Contacted local townships and Cook County to clarify parcel acquisition protocol
- Contacted Cook County to verify whether Municipal Village site and data is currently maintained
- Acquired VoHE logos and templates to begin standardizing our online maps

Technical Support, Hardware & Software Review

Active Directory Re Structuring

Re-organized and aligned certain aspects of the Village's Active Directory OU structure with the domain. Users and computers are now labeled properly.

New OUs were created to objects are now separated into proper containers. This which will allow more detailed polices to be applied to certain objects and stops unneeded policies from being applied thus shorting the login time for users.

The reorganization is a precursor to the implementation of the new storage devices scheduled to be installed in late May or early June.

Scanner Re Configurations

Created new service account for scanning machines. This will provide an additional layer of security. Service accounts now adhere to password guidelines. Eliminated the use of the domain admin account in places that it does not need to be used. The domain admin account should only be used when it is absolutely needed for instance infrastructure setup.

MDF/IDF cleanup

Re-located network equipment in one of the first floor IDFs. The IDF in this case lacked any type of distribution framework; with vital network equipment located on flimsy shelving. Department personnel re-wired the connections and moved the equipment to a server rack.

The organization and cleanup remains an ongoing project which was started in January of 2016 and will continue until the locations are complete.

Fiber relocation

Bad weather in late March followed by construction in close proximity to the handhold containing the fiber cabling difficult to locate. When the handhold was eventually located, dirt and a small boulder (approximately 1000 lbs.) which had been covering it had to be removed before technicians could gain access. Work can now begin on splicing the feed directly to Station 24.

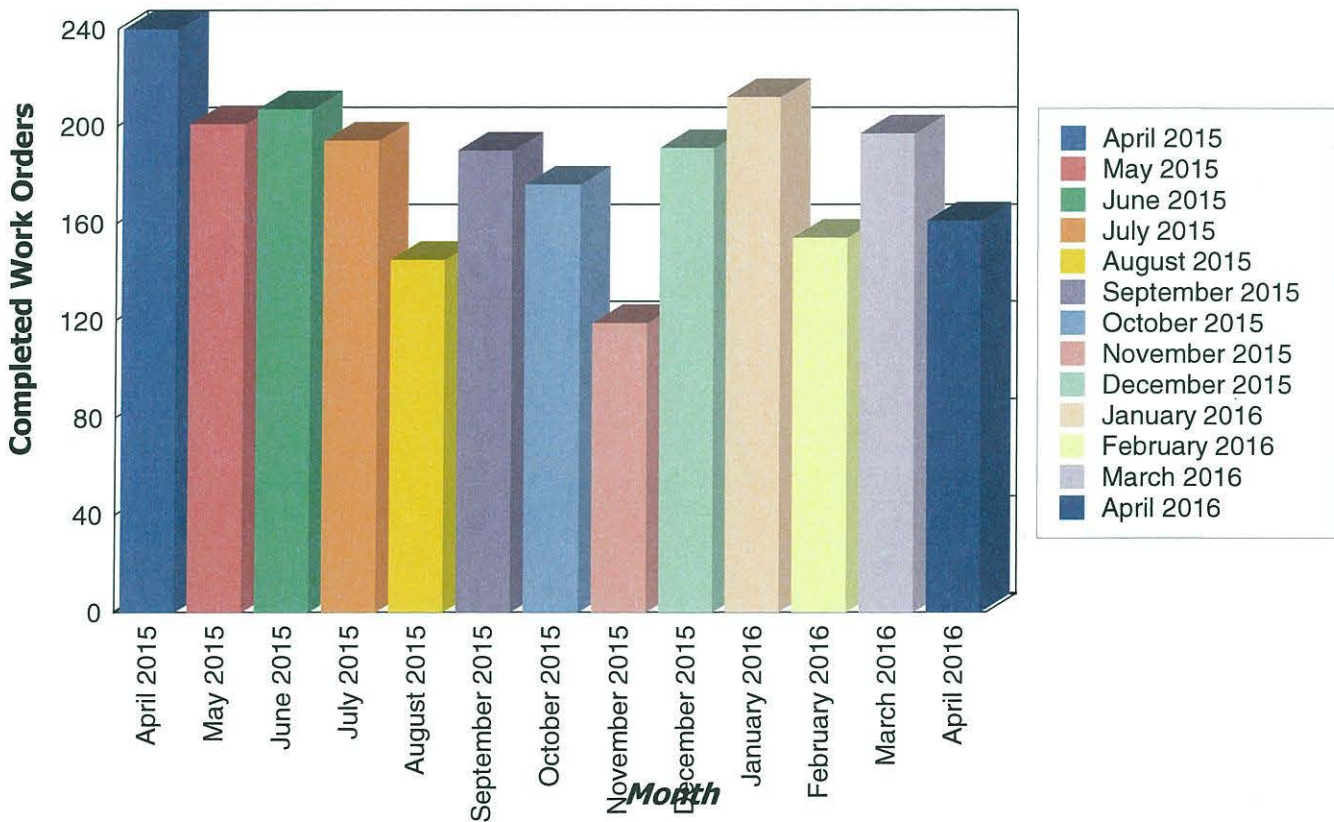
- Add and remove user accounts from Active Directory, Exchange and the telephone systems as needed.
- Setup, configuration and removal of equipment as needed.
- Applied necessary software updates as needed.
- Assisted Police and Fire personnel with device connectivity issues.
- The development of a departmental strategic plan began in early March and continued through April.
- Met with representatives from Northern Illinois University to discuss the creation of an RFP for an upcoming project.
- 161 help desk requests were opened during the month of April.
- 161 help desk requests were closed during the month of April.
- Self Service Password Resets or Account Unlocks: 4
- Email passwords reset: 1
- SunGard passwords reset: 9
- Voicemail passwords reset: 2

- User accounts unlocked: 5
- Active Directory Password Resets: 4

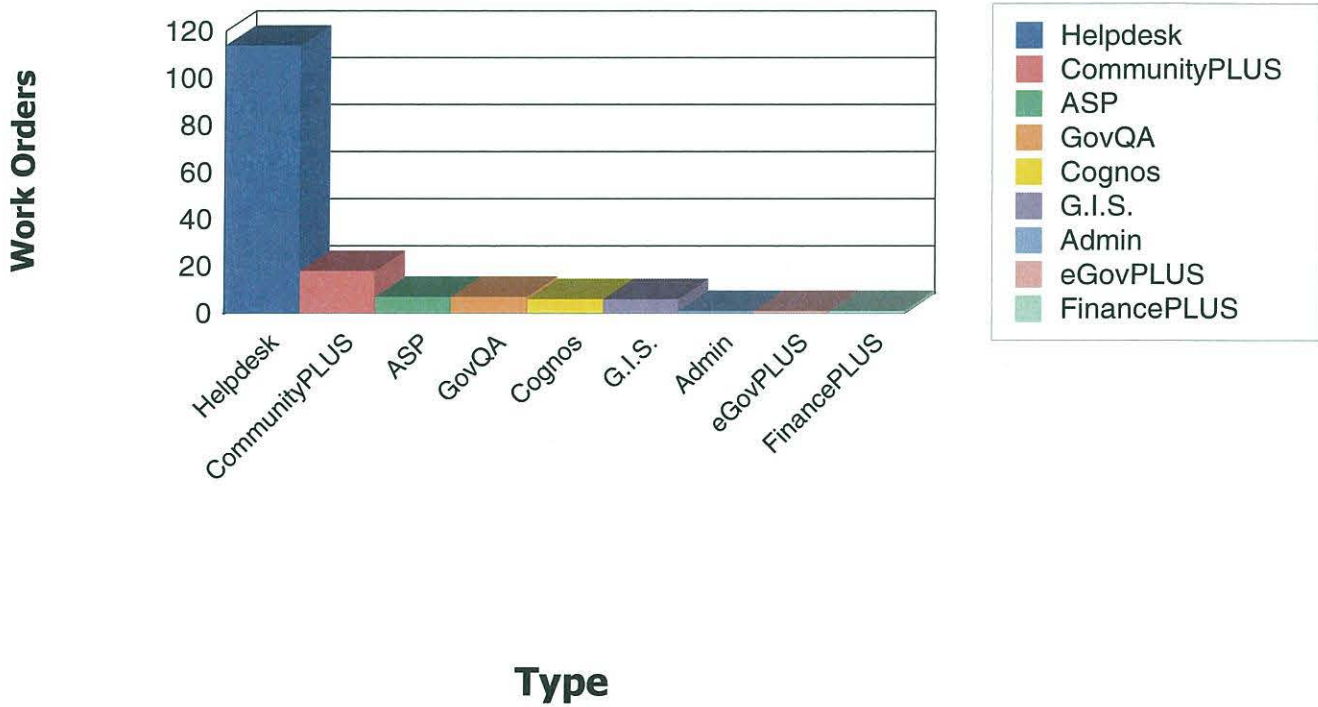
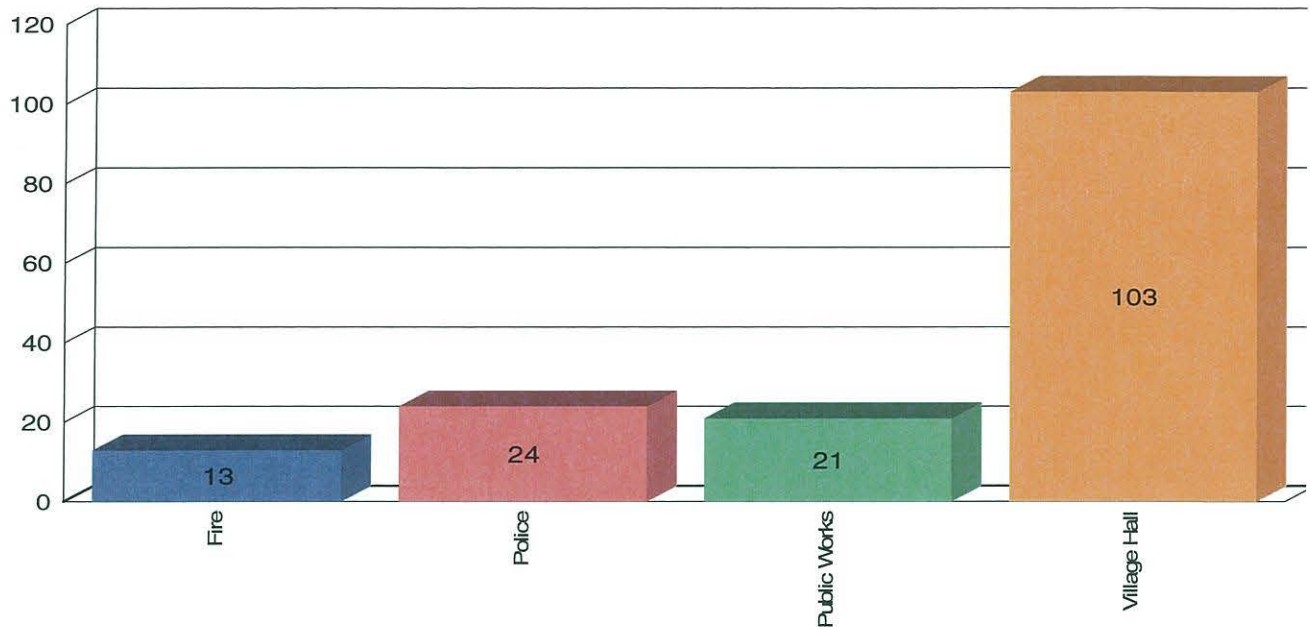
Total Work Orders by Priority by Month

Total Work Orders by Priority by Month

Month	4/2016
2 - High	6
3 - Medium	1
4 - Normal	142
Project	4
Scheduled Event	6
Vendor intervention required	3
Total for Month	161



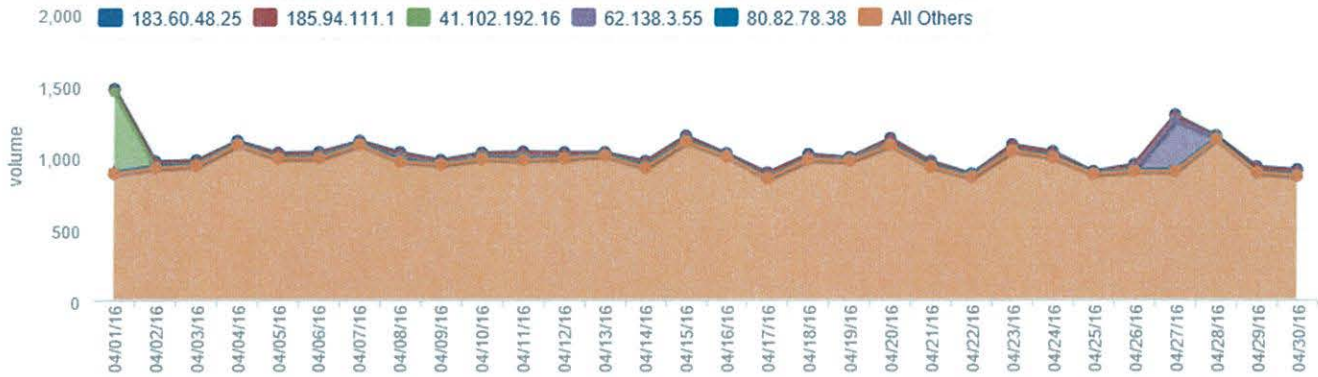
Completed Work Orders by Location



Sentinel IPS Attack Report

External parties attacked the Village network 30, 902 times during the month of April

Attack Volume with 5 Most Active IP Addresses

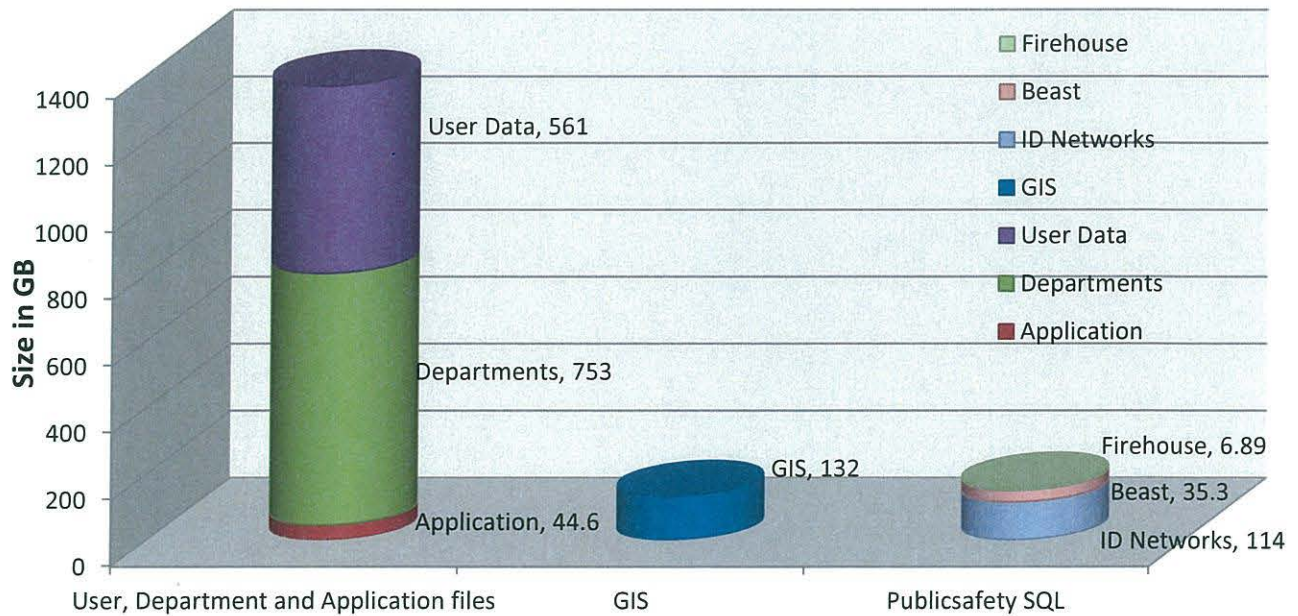


Savings on Printer Repairs

Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of April we asked for two printer repairs and the cost associated with those repairs totaled \$510.00 including parts and labor.

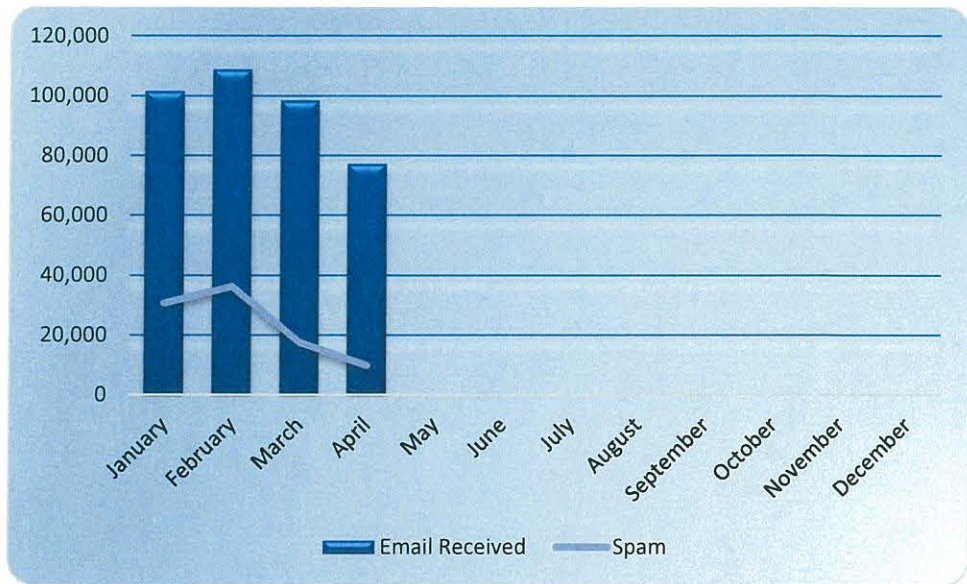
System and Data Functions

Disk Usage



Email Spam Report

Month	Email Received	Spam	Percent Spam
January	101,437	30,719	30%
February	108,697	36,245	33%
March	98,362	17,593	18%
April	77,122	9,893	13%
May			
June			
July			
August			
September			
October			
November			
December			
Total	385,618	94,450	24%



Fred Besenhoffer, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Assistant Village Manager-Development Services
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT - MAY 2016**
DATE: May 27, 2016

1. The Naming Rights contract was approved at the May 2, Village Board meeting.
2. Review of monthly financial reports and staffing/operational costs.
3. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.
4. Meeting with Levy regarding services.
5. Extension of Mitsubishi contract for new scoreboard and ribbon board.
6. Coordination with Windy City Bulls and discussions related to preparation for their first season.
7. Meeting with Glen Bradenburg, new President of Spectra.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachment

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)



Event Announcement

What: *DREAM TEAM 2016*

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
FRIDAY AUG 19	8:00am	3:00AM (08/20/16)	LOAD IN: 10:00AM DOORS: 7:30PM EVENT START: 8:30PM EVENT END: 12:30PM BUILDING CLEAR: 1:00AM EVENT STAFF OUT: 1:30AM LOAD OUT DONE: 3:00AM (8/20/16)

Where: Sears Centre Arena

Tickets: Ticketed:
\$500, \$350, \$250, \$150, \$125, \$99, \$79, \$59

On Sale: *Friday, May 13 @ 5:00pm*

Marketing: Website & Marquee

Parking: \$20

Levy: Concessions

SCA Event Mgr: Erin Sweeney

Event Contact: Bhavesh Patel
Email: bhavesh@sahil.com
Web: www.sahil.com
Tel: (773)338-3636
Cell:(773) 552-2222
Fax: (773) 338-8282

Notes: Indian concert. Tickets sold primarily through consignments through promoter.

Sears Centre Arena
General Manager Update
May 2016

Event Highlights	Notes
May 15 - Mundelein Grad May 21 - D300 Grad May 26 - Lake Park Grad May 28 - U46 Grad May 29 - D303 Grad	
Finance Department	
General	Arena finished April financials. Arena is ahead of budget by \$36,624
Monthly Financial Statement	Building Event Revenue YTD: \$401,533
	Building Sponsor/Other Revenue YTD: \$96,527
	Building Expenses YTD: \$700,285
	Building Income YTD: (\$202,225) vs. YTD Budget (\$238,849)
Operations Department	
General	Completed roof repair, completed Club renovation with two new suite spaces and approved further foundation investigation for June.
Positions to Fill	Overnight Ops Coordinator and Daytime Ops Coordinator.
Third Party Providers	Compiling bids for Club carpet replacement, Club Bar removal, and additional Club and Concourse lighting upgrade.
Village Support	Roof and foundation issues
Events Department	
General	n/a
Positions to Fill	2nd Event Manager
Marketing Department	
General	Handling marketing for July 4, Meatball-n-Mozart, Chris Tomlin and annual suites - making final selection for website redesign
Positions to Fill	Craig Kuehne has been promoted to Director of Marketing
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	N/A
Food & Beverage Department	
General	Looking at purchase new POS tills to replace old and broken equipment.
Premium Seating Department	
General	Initiated premium seating campaign and deploying sponsorship sales campaign to coincide with Chicago Bulls D promotional schedule including court and scoreboard unveiling..
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$55,833
	Suites Sales: \$27,667
	Loge Sales: \$11,667
	Club Seat Sales: \$2,667
General	
Capital Improvements/Repairs	Consulting with engineer regarding foundation settling.